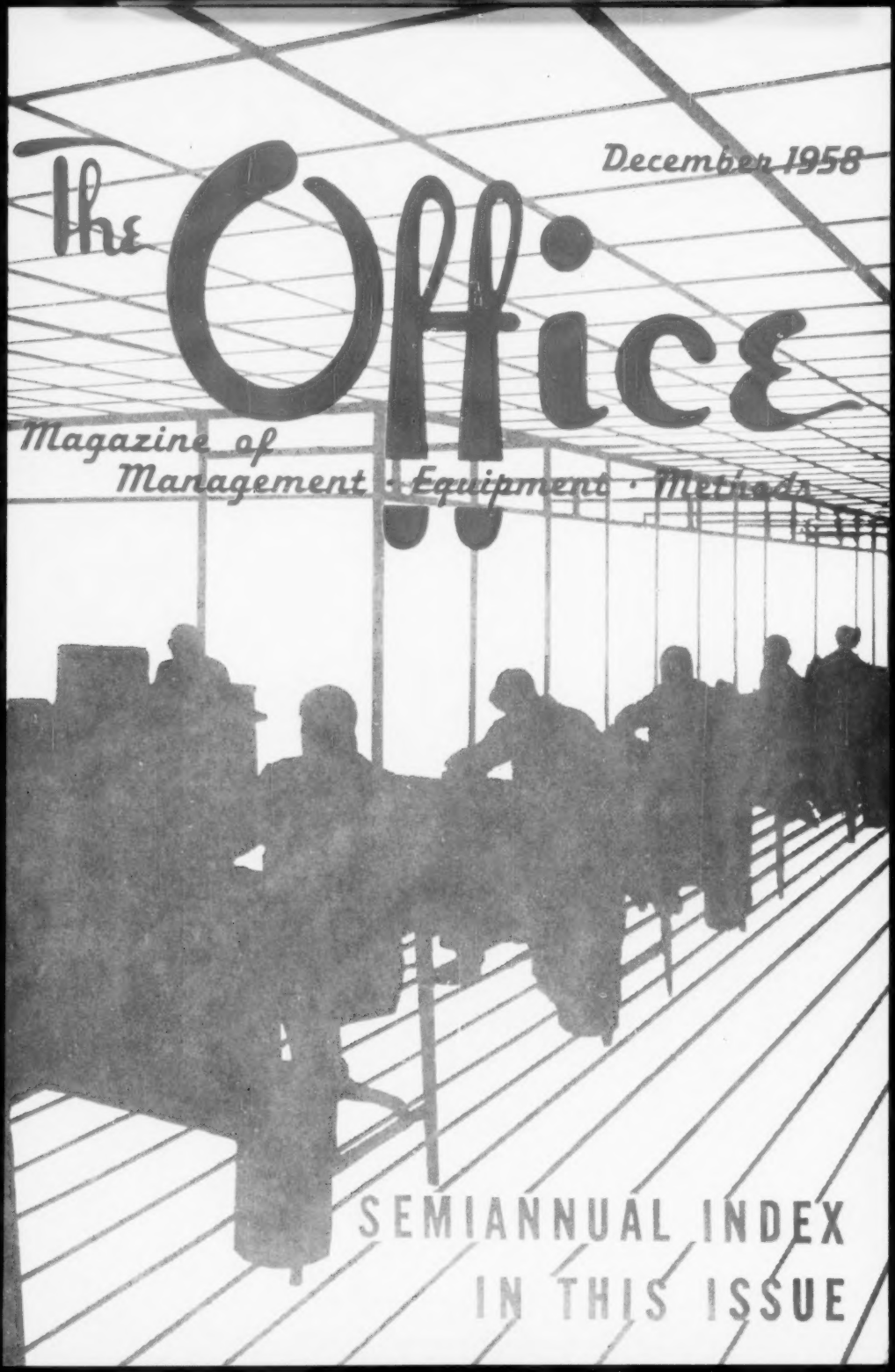
December 1958

The Office

Magazine of Management · Equipment · Methods



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ELECTRIC TYPEWRITER COMPARISON CHART

	SMITH-CORONA	Brand A	Brand B	Brand C	Brand B
AUTOMATIC MARGINS Simple one-hand, one-step operation.	YES	NO	NO	YES	NO
SIGNAL LIGHT Positive visual indication if motor is ON or OFF.	YES	NO	NO	NO	NO
TOTAL TABULATOR CLEAR Clears all stops instantly without moving carriage.	YES	NO	NO	NO	NO
ERROR CONTROL Simplifies correction of errors and line justification.	YES	NO	NO	NO	NO
BOTTOM MARGIN INDICATOR Page Gage accurately indicates bottom margin.	YES	NO	NO	YES	NO
88 CHARACTER KEYBOARD Standard at no extra charge.	YES	NO	YES	NO	YES
KEYBOARD SLOPE Key top slanted to fit natural movements of fingers.	YES	NO	NO	NO	NO
ROLL-FREE ACTION Releases typebar cams with no "scuffing" action.	YES	NO	YES	NO	NO
SAFETY COVER Motor shuts off when cover is raised to change ribbon.	YES	NO	NO	YES	YES
CUSHIONED TOUCH Eliminates jar to sensitive finger tips at end of each stroke.	YES	NO	NO	NO	NO
THE WORLD'S FASTEST ELECTRIC TYPEWRITER	YES	NO	NO	NO	NO

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The Office
Magazine of Management · Equipment · Methods

DECEMBER, 1958
VOL. 48, NO. 6

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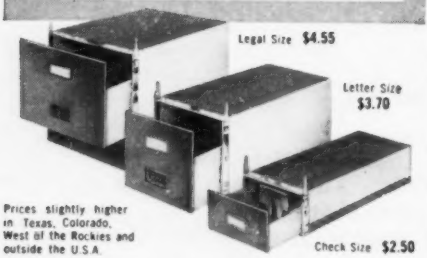

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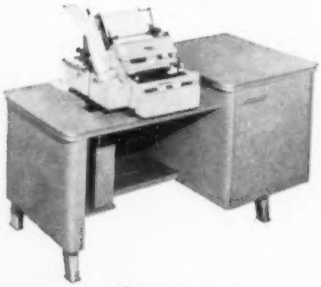

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For More Information Circle No. 228

Microfilm Protects $4 Million Accounts Receivable Records

CONTROLLING AND PROTECTING $4 million in accounts receivable records for some 10,000 accounts has been developed into a tight, firm, but simple system at John B. Stetson Co., Philadelphia. D. C. Chamberlain, treasurer, reports that daily volume averages from 700 to 800 accounts, though seasonal activity may cause wide variations. Nonetheless, the systematized flow of work and the operators of five Burroughs accounting machines keep all posting up to date. Protection of receivables figures is assured by punched cards and microfilm.

The company was founded in 1865 when John B. Stetson returned east after spending some ten years in the west regaining his health and prospecting for gold. Like his father, who had taught him the hatter's craft, young Stetson manufactured hats and attempted to sell them to retailers. Competition was tough and bankruptcy was a daily threat — until he recalled his prospecting days and a wide-brimmed, high-crowned hat that he had fashioned to protect his head and face against the sun and rain. The result was the famous hat that he called "The Boss of the Plains." Success and fortune followed almost immediately, and in many parts of the west the name Stetson is still a synonym for hat.

Although Western-style hats still play a vital role in the company's activities, the greatest volume of business is from the modern line of fine quality Stetson hats, shirts and neckwear. Marketing this line through some 10,000 retailers has posed a volume of accounts receivable work that Mr. Chamberlain constantly endeavors to improve.

Most customers pay by invoice. Unless a customer requests a monthly statement, only an accounts receivable ledger is maintained. Copies of invoices that come to accounts receivable are sorted by 22 controls, alphabetically by customer name. Adding machine tapes are taken off invoices by control to establish immediate totals.

From invoices, the Burroughs machine operator posts ledgers by merely indexing any previous balance due on the account and the amount of the charge. This automatically up-dates the balance and stores the charge in the machine. Year-to-date sales are updated automatically on a net basis for all accounts. At the end of a control run, the total of charges prints on a proof tape. This total must agree with the prelist total. For customers who receive statements, the statement is prepared automatically as the ledger is posted.

When remittances are received, a tape of the amounts is run immediately. The date, check number, amount remitted and amount billed, and reference data are noted on the face of the mailing envelope. Remittances are released immediately for deposit. The mailing envelope becomes the posting media for crediting customers' accounts.

Using the machines, the bookkeeper indexes the amount due on the account and the amount remitted. Automatically the new balance is computed and printed, and totals of payments are stored. At the end of the run, the credit totals must balance with the totals of the prelist, the bank deposit and the tape taken when the mail was opened.

In addition to the flow of work, Mr. Chamberlain explains that an outstanding feature of the system is that posting machine operators receive only the information they need. This helps eliminate errors, unnecessary handling of figures, and prevents loss of time while questions are answered or information is looked up. Although the system firmly controls postings at this point, it does not yet protect the records.

Approximately $4 million in outstanding balances generally is represented on customers' ledgers. If the ledgers were destroyed by fire or other means, how could the accounts be reconstructed? To solve this problem, Mr. Chamberlain turned to microfilming and the following method.

When a trial balance is taken at the end of a month, the ledgers are run through a Burroughs Micro-Twin. The microfilm provides a compact, easy-to-locate record of each account's activity for the past month.

At first, Mr. Chamberlain thought of microfilming current invoices to get a record of this month's activity, but the huge volume of invoices presented a strong obstacle. With the cooperation of the tabulating department, they developed this solution:

Concurrently with the preparation of invoices on punched card equipment, cards are summary punched showing the customer, date, invoice number and amount. These cards and the microfilm are kept in a fireproof vault apart from the ledgers. If ledgers are lost or destroyed, the microfilm provides last month's figures, including outstanding balances; the punched cards provide figures for the current month's activity. From the two sources, accounts can be readily reconstructed.

Ledgers microfilmed at month's end plus punched cards on current activity permit reconstruction of any of the 10,000 accounts.

PUBLIC RELATIONS is the reaction of the public to the activities and objectives of a company's effort. Every employee is a public relations messenger for his employer. He cannot avoid it. He is either a good one or a bad one. Say, for instance, an employee helps his next-door neighbor fix his lawn mower. What happens? In the neighbor's mind your employee is a good neighbor, a "right guy" to have around. By association, your company becomes a good outfit and their local project a worth-while one. Chain reaction from an accumulative neighborliness rolls the rocks out of your road. This is the down-to-earth objective of a public relations program.

The average employee is not consciously doing a public relations job for his employer. He is only being a normal, well adjusted member of a community. Basically, good public relations originate in high employee morale which, in turn, generates from individual employee satisfaction with the objectives of his organization and the part he plays.

The California organization of the U. S. Bureau of Reclamation has neither a public relations officer nor a formal program. Yet the employees, by their activities, have won recognition and acceptance as citizens and members of the community which could well be the envy of a public relations staff with a full-fledged program.

Officially, there is little latitude for our government agency to participate in community efforts. The money appropriated by Congress is firmly labeled for the building of dams, powerhouses and irrigation systems, and their operation. Funds cannot be donated to local projects, nor equipment or materials for a civic enterprise. So, that leaves it up to the individual employees and their employee associations to step into the gap.

Good public relations can be fun. When the citizens of Weaverville, Calif., headquarters of a Reclamation project, decided the town needed a face-lift, our employees promptly volunteered a Saturday-Sunday team of painters and did a bang-up job. How could the townspeople ever think of the Reclamation project boss as a bureaucrat when they had seen him with paint in his hair and eyebrows, doing as good a job and having as much fun at it as the local citizens working beside him! This story of community spirit was spread by newspapers, radio and television.

Near Tracy, Calif., there are huge Reclamation pumping plants operated by electrical energy generated several hundred miles up-stream at Shasta Dam. Here the Sacramento River lifts itself by its own bootstraps and runs along the side of a mountain range, back down into a valley to irrigate thousands of acres on its way to the Pacific Ocean. When the town of Tracy decided to put on a festival, our em-

Good Public Relations Bring Good Will To All

WILLIAM G. WAGGONER

ployees were in there pitching. They sponsored an entry for the queen contest and wound up with an employee winner leading a parade astride an elephant. She received congratulations from California's Gov. Knight, plus a free trip to Mexico City. All this was headline news with pictures in local newspapers. Community activity, good fun, and the Bureau of Reclamation became a local citizen.

The townspeople of Winters, Calif., Reclamation headquarters for the Solano project, showed an interest in the large number of foreign visitors to the damsite. Reclamation employees responded to this interest. They constructed a large and attractive display board with colored ribbons leading from all over the world to Winters. This was a matter of great civic pride and the display was featured in one of the store windows — with an appropriate by-line credit to our bureau.

Reclamation employees are more than fair-weather friends. During the serious floods of 1955-56, individually and collectively, officially and unofficially, they won the respect of their fellow citizens when the chips were down. They manned danger points at threatened breaks. They donated their time and talents to alleviate the common danger. One employee at the huge Shasta Dam, on his own, compiled addresses and telephone numbers of people whose homes were immediately threatened and kept them hourly informed of changes in flood conditions. Another, a "ham" radio operator, spent four days practically without sleep to render the same service.

Last year an Army plane night-crashed on a mountain near Klamath Falls, Ore. An alert employee witnessed the crash and took off in his jeep up the opposite side of the mountain from which organized search parties were operating. His coolness, judgment and knowledge of terrain were credited by the Army with the saving of the lives

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of the survivors.

An incident indicative of the unusual civic slant of California Reclamation employees occurred recently. When one of their officials retired, he did not receive a watch, golf clubs, luggage or other ordinary remembrance. The employees established an engineering scholarship in his honor at a local college.

Ordinary activities include managing and coaching a half-dozen Little League baseball teams, winning national awards in different personal activities, authoring articles in magazines of national circulation, serving as officials in a variety of local, professional and civic organizations; or, you may find a full page spread in the Sunday supplement —a "how he did it" write-up of some Reclamation employee's problems in building his own home in the community. It is a foregone conclusion that quotas for the United Crusade and other worth-while, fund raising campaigns will be oversubscribed by the employees of this agency.

So the story goes, year in and year out. A story of public relations that any company or organization can match. The files of the Bureau of Reclamation in California carry an ever-increasing record of appreciation for their employees as good citizens. When complimented on his public relations program, Regional Director Bellport of the Reclamation Agency commented: "I do not care so much for the word 'program.' It sounds like a conscious effort. Actually, anything we may have accomplished is the result of the spontaneous, good citizenship of public spirited employees."

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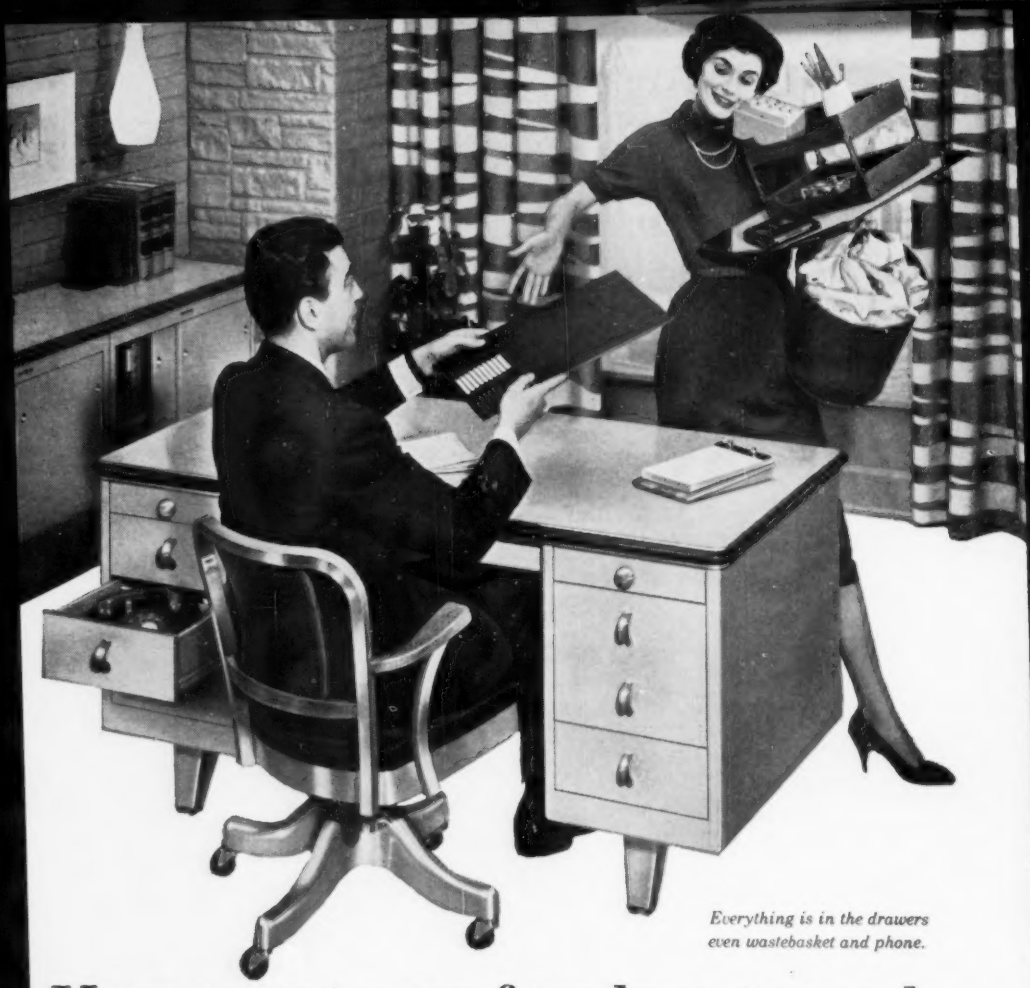

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Handling the Office "Wolf"

IRVING SHERMAN

THE PERSONNEL MANAGER of a large food processor was asked what he thought about the office wolf and the part this bad actor played in complicating personnel management.

"We don't like to talk about it," he admitted, "but it can give you a lot of trouble. We expect unmarried males to roam a little, but what gives us the real headaches are the married Lotharios and self-appointed Casanovas, who have wives and children and will mess around with both married and unmarried females."

How bad is it and how is it handled?

"To answer the first part," he replied, "I would say about one-third of our terminations represent defections of office wolf males, some of them no longer young people. About 40%, we would estimate, are married men whom we determine are not reliable members of male-female employment environments."

Could it be that the handling of wandering male employees is faulty or aren't they handled in the same way as most employees who do not meet standards?

"The difficulty presented in handling the office wolf lies in accurately de-

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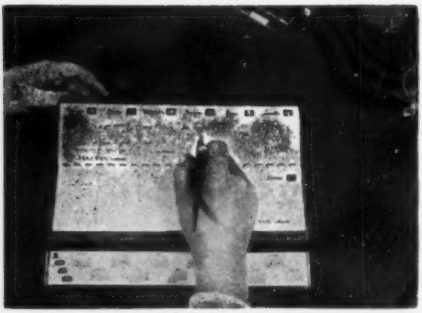

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For More Information Circle No. 339

termining whether they are 'wolves' or not," explained this executive. "Many males, working with fetching females, may have a lapse now and then. What actually constitutes evidence that a male is systematically taking advantage of or abusing a relationship with female co-workers? This is the problem management faces in these cases."

Character may be impugned, individuals may be stigmatized, over and beyond an efficiency standard, so a superior is duty-bound to move cautiously.

"This isn't all," continued the personnel director. "What about the object of the wolf? Of necessity she must be drawn in. It is just as difficult if the female is unmarried as married. In either case you have complications — parents, husband, relations, neighbors, etc. The whole thing is highly combustible and management cannot be blamed for wanting to keep quiet about it."

But if men are fired for transgressing, how is it done? Whence comes the evidence and how much of it?

"I have said we fire men because we deem them annoying to our female employees. This is true but, actually, this is not the sole count on which terminations are based. We have found, by experience, that the male employee who allows his hands as well as his eyes to wander or, perhaps, even goes farther astray in this direction, is a chap who usually can be found guilty on other counts of failure or transgression. The wolf, we have found, is frequently the more odorous side of an otherwise bad package."

Suppose the office wolf also proved

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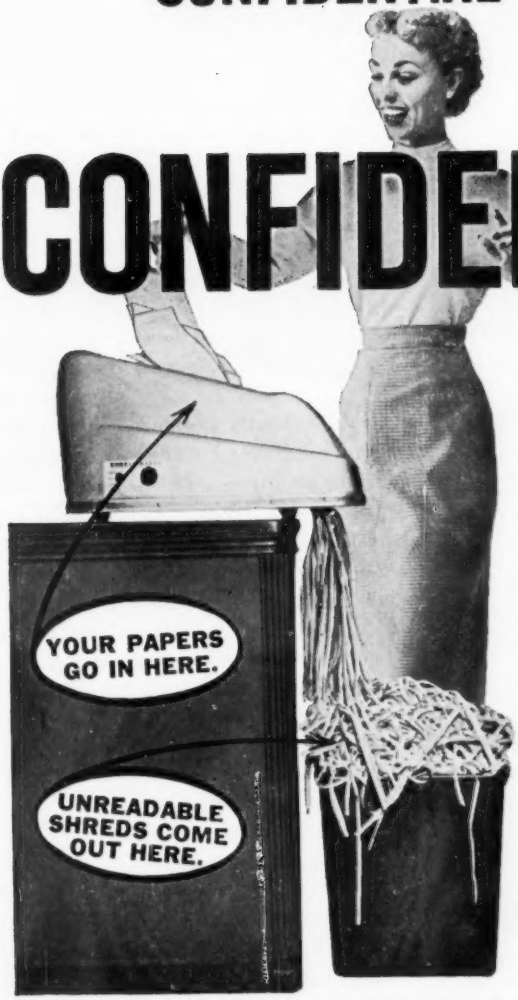

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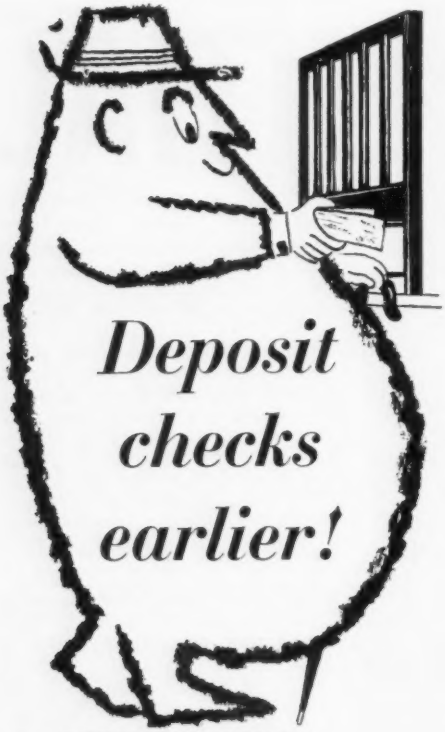
to be a valuable employee. What then?

"Now you pose a real problem," the executive admitted. "Mind you, the fact that a man horses around with the girls and, now and then gets too familiar with some, does not by itself constitute wolfing. To qualify as the genuine article, a man must seek definite ends, make propositions, lie about his intentions, his private life and conduct himself in such a way that a female employee feels besieged or is deceived about intentions to an extent that may compromise her.

"In which case we check back on the records of the principals involved. Mind you, I said 'records.' We don't preclude that a female might be given over to prowling. We check the records. If the female has no record, it may be a



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fellow's first try in the office. He may have been, possibly, unduly tempted. Possibly, too, he may not have used his head and, consequently, did a foolish thing."

On this basis of thinking, would you forgive a wolf in the office?

"We might. After all, no employer is the custodian of his employees' morality. Good business practice requires people to hew to the line. If they don't, it will come out in the wash. Sooner or later, somebody will slip. Somebody will complain or get hurt, and then there won't be any doubt as to who did what, why and how often."

Suppose a girl approaches an executive and complains about Mr. X? Mr. X is a married man. He is insulting, etc., and will not stop. How would this be handled?

"It is very simple," continued the personnel man. "The techniques, the mechanics have been set up. We would get both parties together and have a hearing. We would, of course, have the records before us and we would know the backgrounds and employment habits of both.

"If it were the first time, a reprimand, maybe a transfer from a department might be in order, depending on the severity of the charge. We might fire the man if the entire record spelled out a poor risk. One thing is certain: once the situation is brought to our attention, the complainant would get action—and fast!"

The vice president in charge of personnel relations for a major airline (a woman) discussed the office wolf with the writer. To her, the implication had nothing unusual about it, being rather

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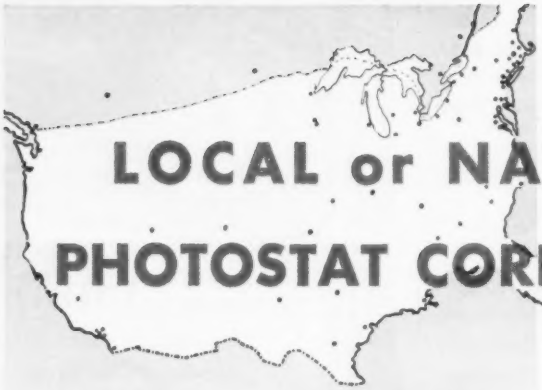

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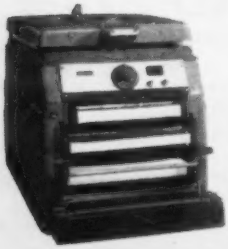

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of the usual dalliance between the sexes. Women must meet men and man must somehow fetch his woman. Can an office afford it, however? The connotations of the office wolf was not simply overtures, but a determindedly unilateral drive without regard for sanctities or business regularity.

"Naturally, we're opposed to anything that will disrupt the normal routine of the office," she agreed. "I think that we'll find that, by taking the proper precautions at the start, before hiring, many bad situations will not develop. Study your people; gauge their habits."

She referred to screening for IQ, aptitude and word association tests. She was of the belief that a carefully prepared interview with an applicant would give clues to his make-up.

"Perhaps, being a woman, I stress this preventive side," she said. "I have found, however, that oversexed people are comparatively easy to detect. They give themselves away by telltale signs. Through observing them face-to-face, watching for these signs and reading them well, we can spot the wolf. It is far better to take the trouble before employment than go into tail-spins afterward, trying to get at the facts and avoiding an injustice to a person."

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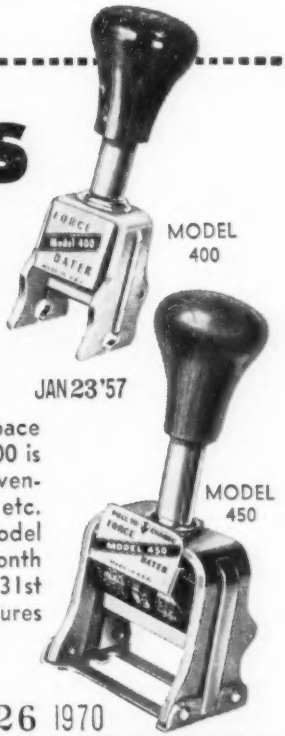

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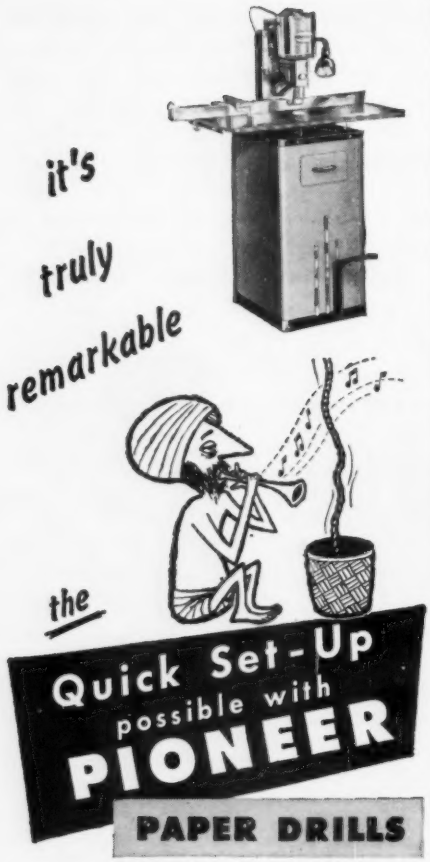

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office wolves turned up in the office of a large advertising agency. This office had a constant turnover of attractive young women who were fully qualified for their jobs. Finally, the personnel manager determined to find out what made them leave. He, as well as the agency's top management, were amazed to learn that continual impingment by wolves was inflicting the damage.

The mess was submitted to the agency's plan board for ventilation and they came up with the following company policy for both male and female employees:

1. No married male employee should be encouraged to associate with a married or unmarried female employee after business hours, except for business reasons and unless the company has authorized it.
2. Married male employees must advise wives when escorting females, either employees or clients, during or after business hours, on company business.
3. Unmarried male employees must avoid fraternizing with unmarried females, especially those not in their departments, but are free to associate after hours if they so desire.
4. Failure to observe these rules may lead to termination of employment.

What happens when the wolf is a top man? How do you handle this case?

"It poses one of the real big problems for many ambitious girls," observed a gentleman who has operated a personnel advisory bureau for many years and is familiar with this untoward side of the wolf operation. "Many a young woman with a business career

(Continued on page 180)

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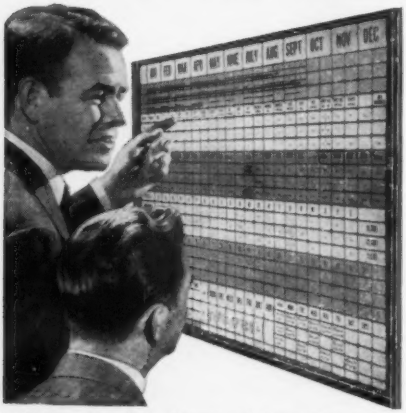

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NEW Books

OFFICE MANAGEMENT HANDBOOK edited by Harry L. Wylie. Ronald Press Co., 15 East 26th St., New York 10, $12.

Developed under auspices of the National Office Management Assn., this second edition provides a practical guide to efficient office organization and the optimum use of systems, personnel and equipment. While pointing out the advantages of electronics, automation and allied developments, it emphasizes standard performance factors, standard materials and standard costs for use as yardsticks in any organization. Foundation of the book's 21 sections is the successful experience of well-run companies as reflected throughout the literature of business and the findings of office management authorities. Illustrations include more than 250 charts, tables, forms and drawings. Mr. Wylie, assistant secretary-treasurer of Pure Oil Co., was assisted by James Q. Harty and 32 contributing editors.

SALE-LEASEBACKS AND LEASING IN REAL ESTATE AND EQUIPMENT TRANSACTIONS by Harvey Greenfield & Frank K. Griesinger. McGraw-Hill, 327 West 41st St., New York 36, 107 pp., $15.

Analyzes the pros and cons of leasing and leasebacks, discusses the tax, legal and accounting factors involved, and gives practical case histories. Simple, non-technical language is used throughout. A bibliography gives a wealth of material for further detailed study. Consultant Reports, of which this is the latest issue, include a series of timely reports outlining factors affecting executive decisions.

INCOME TAX-OPEDIA. Channing L. Bete Co., Greenfield, Mass., 16 pp., 25c.

A scriptographic presentation of "what every employee should know about federal income taxes." Explains the reason

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for income taxes, shows the formula used to determine each individual's taxes and gives graphic notes on filling out forms and filing returns. Designed for the average employee whose wages are subject to withholding, this simplified guide can be distributed with W-2 forms. Discounts on quantities.

CREATIVE THINKING by Charles S. Whiting. Reinhold Publishing Corp., 430 Park Ave., New York 22, 180 pp., $3.95.

Operational techniques of creative thinking including group discussion methods, analytical or mechanical techniques that prove beneficial in business. This is the first of Reinhold's Management Science Series.

READING LIST ON BUSINESS ADMINISTRATION. Amos Tuck School of Business Administration, Dartmouth College, Hanover, N. H., $2.

Lists, briefly describes and (in most cases) briefly evaluates 733 books, periodicals and other sources in 59 subdivisions of 12 areas of business administration. The number of titles is almost twice that in the 1952 edition. Works listed are chiefly general and introductory rather than specialized or advanced. Selection was on the basis of "merit, coverage and recency."

THE RESULTS APPROACH TO ORGANIZATION by Edward C. Schleh. Society for Advancement of Management, 74 Fifth Ave., New York 11, 21 pp., $1.50.

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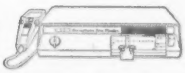
NEW **DICTAPHONE**  **TIME-MASTER**

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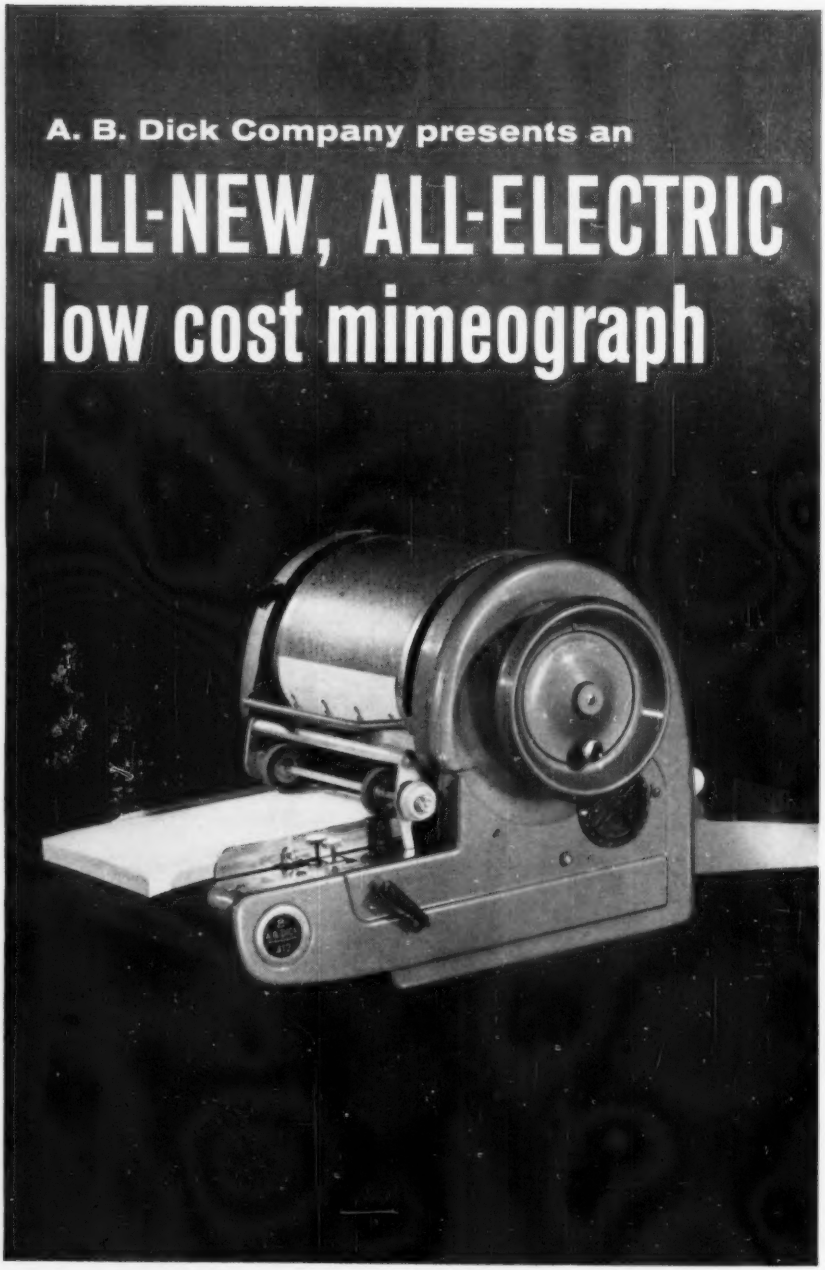

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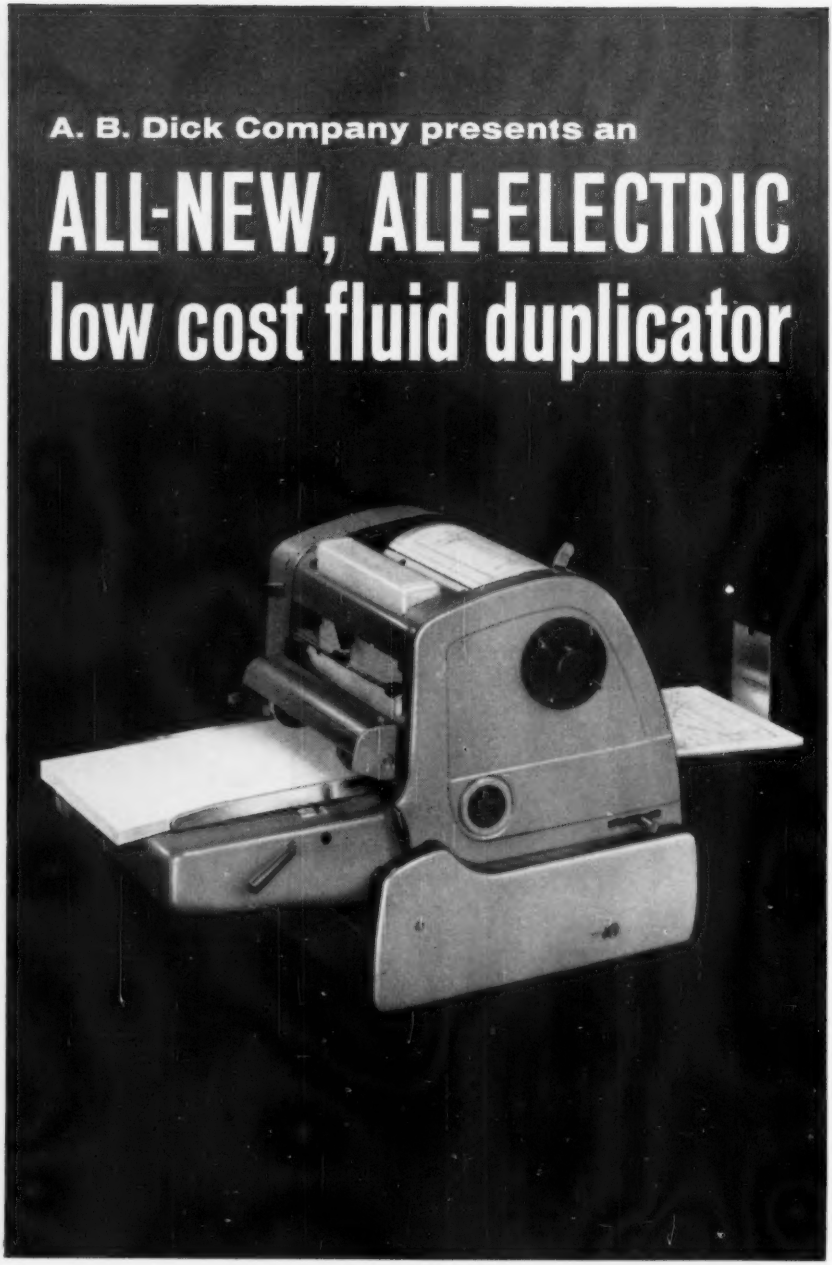

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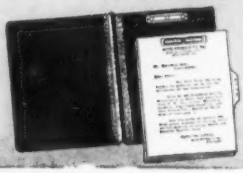

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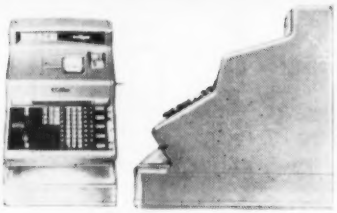

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For More Information Circle No. 290

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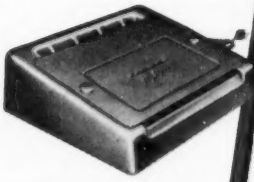

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For More Information Circle No. 268

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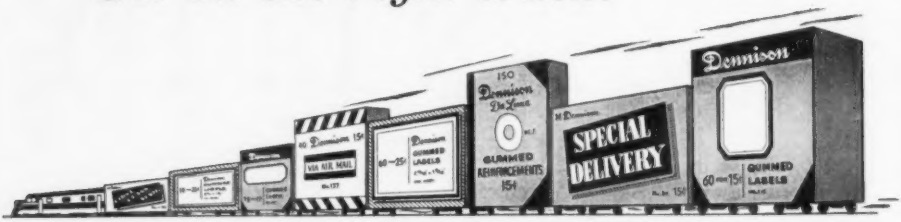

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For More Information Circle No. 234

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For More Information Circle No. 203

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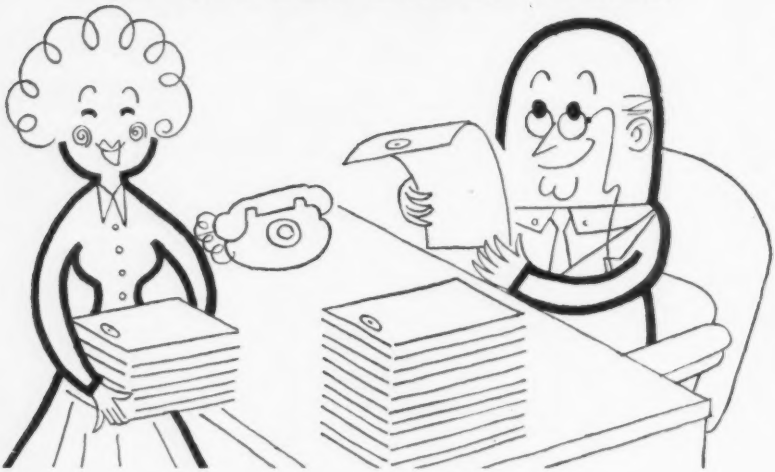

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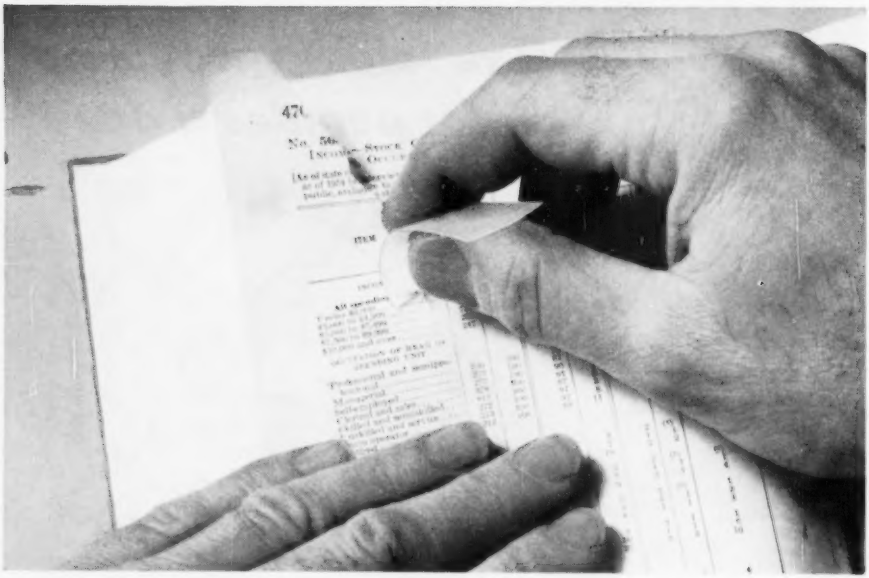

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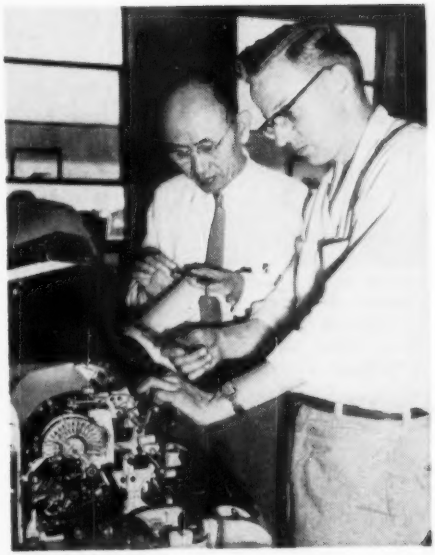
For More Information Circle No. 204

Camera

Built into a wall of the office of Werner G. Salg, president of Comet Die & Engraving Co., Chicago, are a bar, sink, television receiver, radio, bunk and an ADM-Rex Recorder Dictating - Transcribing machine. Mr. Salg finds it relaxing to dictate while reclining.



Dr. Byung Woo Kong (left), noted Korean eye surgeon, and technician Charles Bergland, adjust the Korean teleprinter which Dr. Kong designed in cooperation with the Kleinschmidt Division of Smith - Corona Marchant, Inc. Dr. Kong also has a Smith-Corona portable typewriter with a combination Korean - English keyboard. Korean keytops for typewriter and teletypewriter were made by Pearl Engraving Corp., New York, for Kleinschmidt. Korean standard, electric and portable typewriters are distributed by Kong Korean Typewriter Co.

우리말 에데프린하—

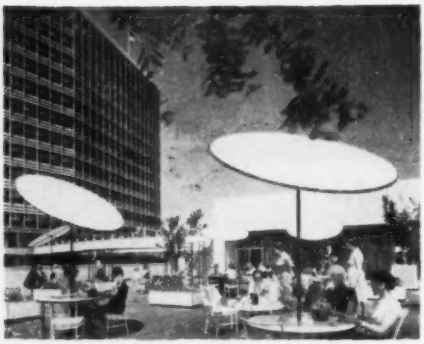
5. 13. 1958

이 문장은 공병우 박사가 오래동안 연구를 거듭하여 이번에 미국 클라인슈밋트 회사에서 만든 한글 에데프린하—로 적은 것입니다.

Part of the first message written on the Kleinschmidt Korean teleprinter in the Han-gul language.

Los Angeles' Highest Office Building

The new $20 million Union Oil Co. Center in downtown Los Angeles consists of four connected buildings on a five-acre site. The 13-floor home office tower building has 250,000 sq. ft. and is the tallest in Los Angeles. In addition to more office space, the three other buildings have a complete medical department, cafeteria and auditorium. Architects Pereira & Luckman designed the center.



Office employee lounge outside the cafeteria. Bridge at rear left, over a city street, connects with the other buildings.

A view of the reception area for executive offices in the main building below which there is parking space for 1400 cars.

This typical general office in the Union Oil Co. building has an "air of elegance." The wall-to-wall, static-proofed 100% wool carpeting is more economical to maintain.

Partitioned secretarial areas outside the offices of executives.

The Union Oil Co. has the most extensive installation of escalators of any office building group in the west.

Nearly $100,000 worth of Speed-Klect Collators leave the Didde-Glaser, Inc., plant at Emporia, Kans., on their way to Australia. The five collators, each weighing almost two tons, make a total of 69 machines in use outside the U.S. where almost 300 are now in use. A regular seven-station Speed-Klect can automatically collate and glue up to 10,000 quadrupulate 8½″ forms an hour in perfect register. The Dual Stream Speed-Klect will double this production.

The secretarial area in the executive offices of Brandt Enterprises in the Rialto Theater Building, New York, are furnished with desks and chairs from the Madison line of Cole Steel Equipment Co. Designers of the offices were Bachstein & Freitag, New York.

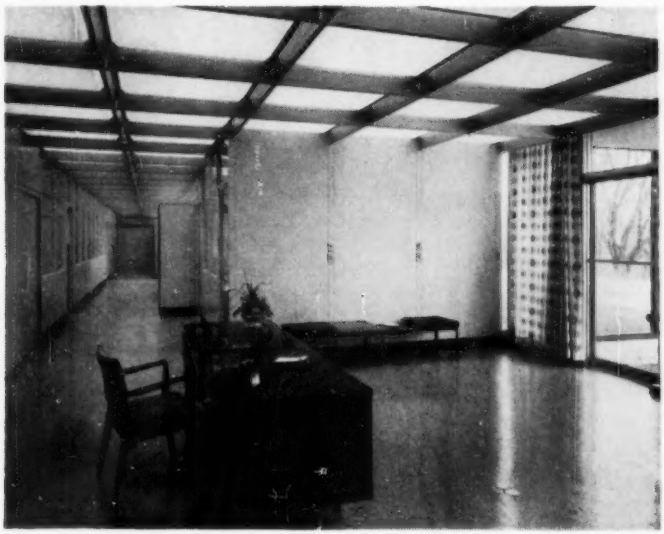
Exterior of the Wakefield Company's office building in Vermilion, Ohio.

High Frequency Lighting Proves Successful

After more than two years of operation, the high frequency (400 volt, 840 cycle) fluorescent lighting system in the offices of Wakefield Co., Vermilion, Ohio, is reported to be working satisfactorily and more economically than anticipated. As originally described (THE OFFICE, June, 1956, page 71), the system also cost less for components and installation.

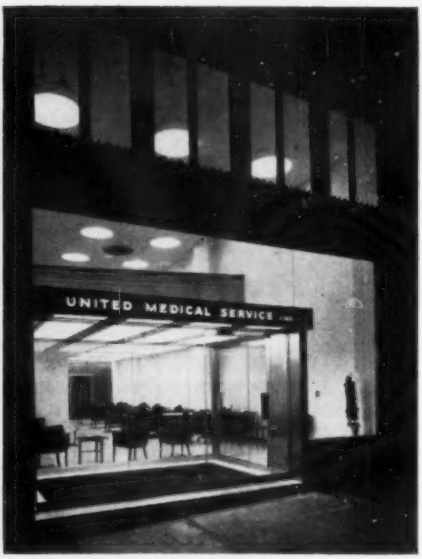
After 10,215 hours of operation, lighting averaged 64 footcandles compared to an average of 80 after the first 100 hours of operation. Neither the lamps, diffusers, nor reflecting ceiling were cleaned during this period. The offices are air conditioned, equipped with electrostatic air filters, and located in a small town with no industrial smoke or smog. Four of the 580 lamps failed in 23 months.

The system was then relamped and diffusers were dusted, not washed. Reflecting ceiling was not touched. After 100 hours of new lamp operation, the system averaged 77 footcandles. Examination of the old lamps indicated that an estimated 500 to 1500 hours of lamp life remained.

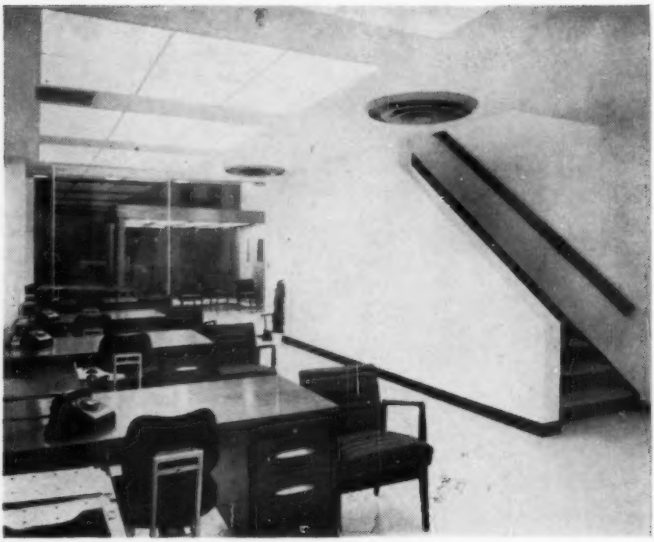


Since this original installation, the Wakefield Co. has completed several others — all much larger than theirs — while more are on the drafting board. For more information on high frequency lighting, Circle No. 424.

N. Y. Blue Shield's Street Level Offices



For the convenience of Blue Shield subscribers who visit the offices in person, United Medical Service, Inc., New York, opened interview offices on the street level of the building where their general offices are located on upper floors. The ground floor space was remodelled in a contemporary design by Kenneth H. Rippen Co., New York. The new entrance is shown at left. Above is the same entrance before modernization.



The old interior stairway is shown above. At left is the new street level office with new stairway, and new ceiling providing additional work space on the mezzanine for future expansion. (See opposite page.)

This is the rear of the office shown on the opposite page. The new operatorless elevators on the rear wall connect this office with United Medical Service's general offices on the second, third and fourth floors of the building. A glass partition from floor to ceiling separates the reception area from the interviewing section. The UMS emblem is on this partition. The area above, before modernization, is shown below.

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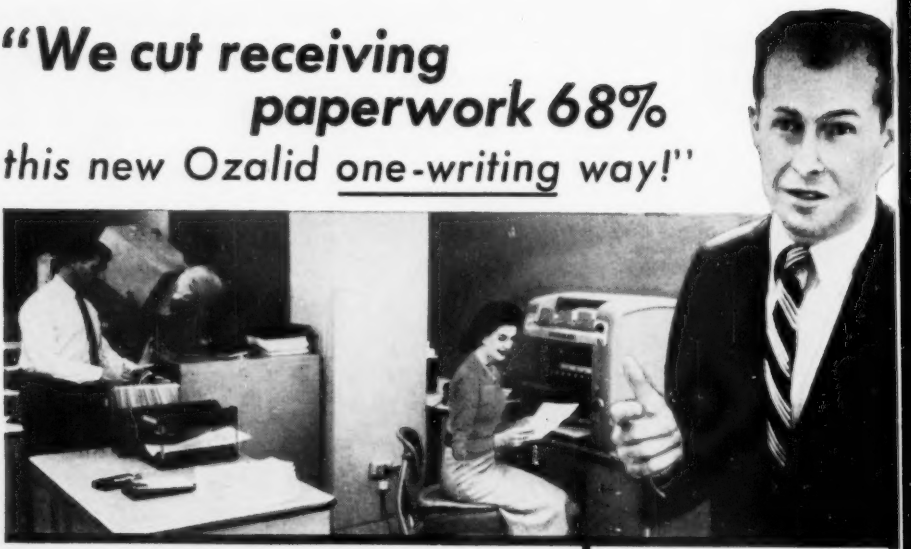

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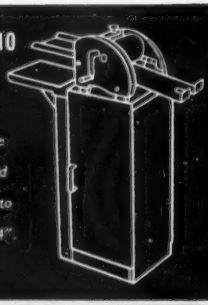

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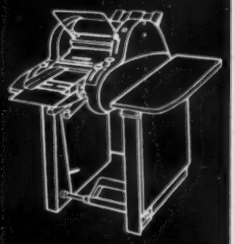

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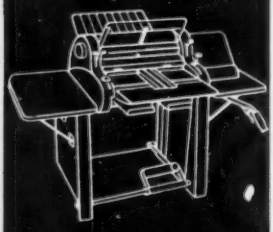

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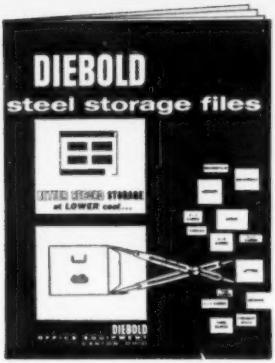

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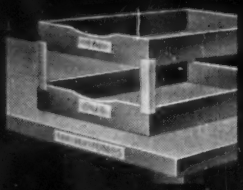

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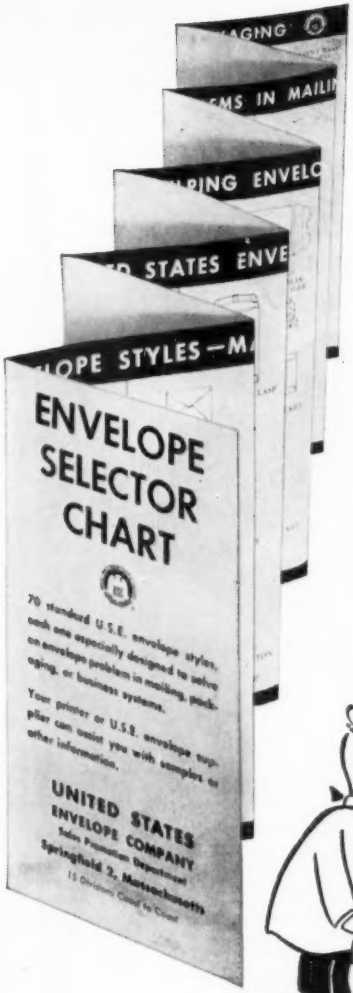

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O-3

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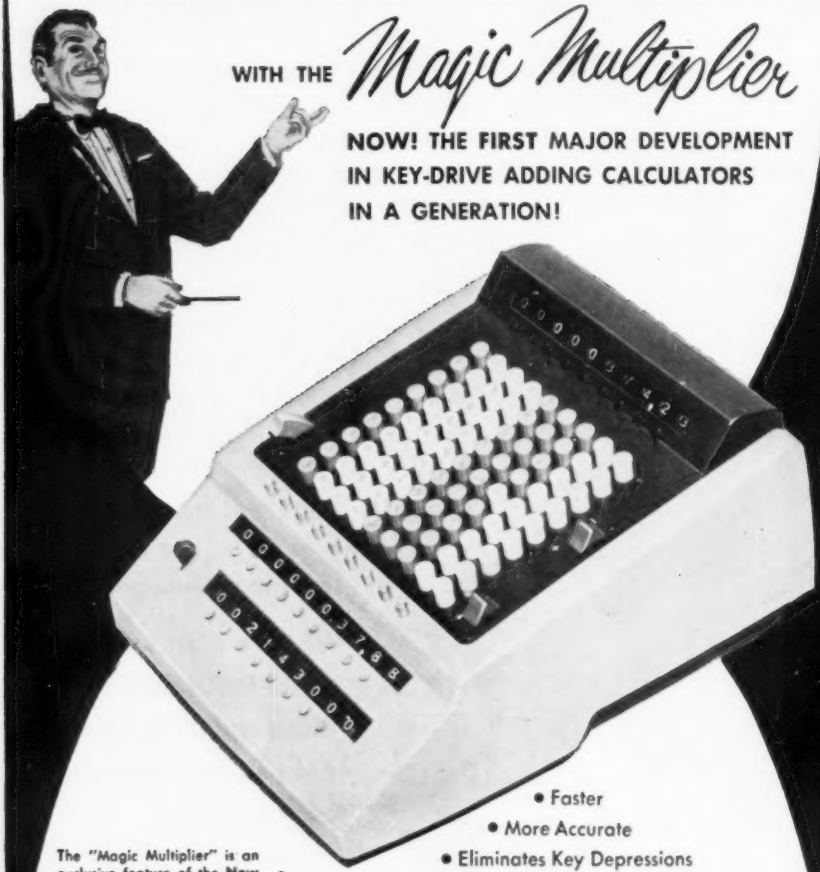

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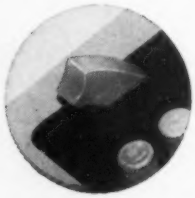
The "Magic Multiplier" is an exclusive feature of the **New** PLUS-O-MATIC Electric Duplex Adding Calculator!



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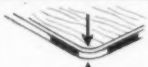

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your
best buy

COLE
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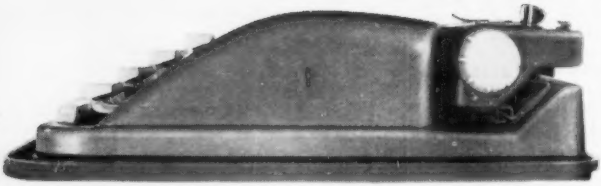

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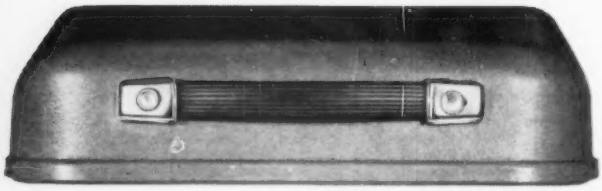

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- completely automatic multiplication
- at conventional adding machine cost

- *it's* — **new** — **new** — **new** — *"addo-x" model 2341E automatic multiplier*
- *with* — **fast** — **fast** — **fast** — *completely automatic multiplication*
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for details phone, wire or write "addo-x inc", 300 Park Avenue, New York 22, NY, PL 5-5420

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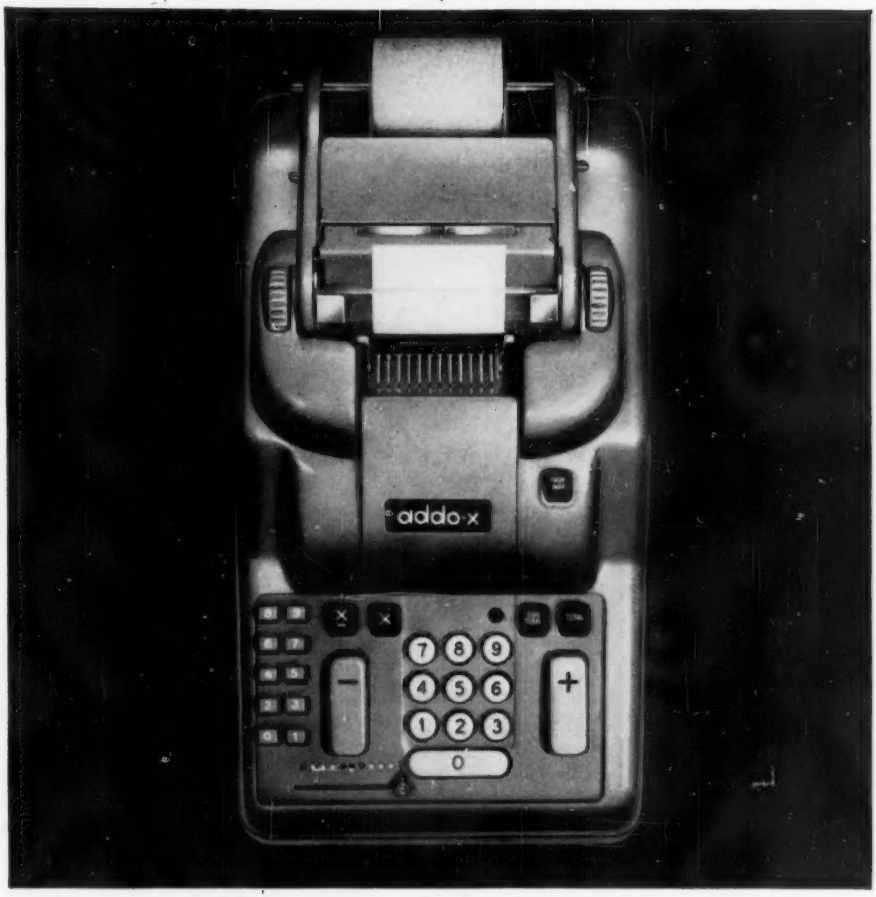

- *it's* —— **new** —— **new** —— **new** —— *"addo-x" model 2341E automatic multiplier*
- *with* —— **fast** —— **fast** —— **fast** —— *completely automatic multiplication*
- *priced* —— **low** —— **low** —— **low** —— *no more than a conventional adding machine*
- *you* —— **save** —— **save** —— **save** —— *with this truly unique adding machine*

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This may sound melodramatic, but girls do get carried away over the *New* Thomas Collator. The modern functional design looks well anywhere. It's been designed for the operator to handle collating in the *fastest* and *easiest* way possible. No more mad scrambles and hectic last minute deadlines. The Thomas Collator turns a time consuming and irritating chore into a pleasant and efficient job.

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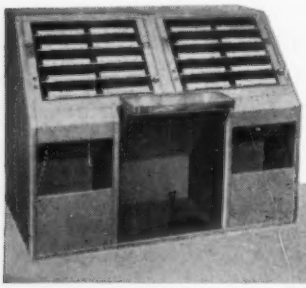

Eleven models—to meet your specific needs

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The Allocation and Layout of OFFICE SPACE

ARTHUR W. CLARK

Director of Planning, Home Security Life Insurance Co., Durham, N. C.

OUR OFFICES and our buildings serve us in many ways. In simplest terms, they are used to control climate. They regulate environment. We can keep out sun, wind and rain. We can regulate temperature, humidity and light. We can suppress unpleasant noises and introduce soft music.

We go on and on improving the physical environment in terms of providing unobstructed space, efficient means of communication, floors that will support heavy loads while permitting us to tap electrical current and communications lines at essentially any point, fine food service and recreational facilities—even sterilized air to breathe. Because we do enjoy this vastly superior—and more costly—working environment, we have a vital responsibility for its wise use. This we can achieve only through careful planning of the assignment and use of space. We must determine how much and what kind of space we need, not simply at a given moment in time but, in terms of a growing and constantly changing organization Though our primary concern may be with general clerical areas,we must provide too for special space categories of varying types—the increased electrical and air conditioning needs of the tabulating department, heavy floor loads in central filing, special facilities in the medical department, and so on. We cannot intelligently study layout in the general clerical areas themselves until we first make a thorough analysis of our methods, procedures and consequent work flow. Once these basic steps are behind us, we can establish standards which will permit an objective analysis of our space requirements. The cafeteria manager may determine that he needs 15 sq. ft. per seat in the dining area and 3 sq. ft. per meal prepared in the kitchen. We must determine how much space we need for a clerk or supervisor, for a file or key punch. In planning the use of clerical space, just as in planning an air conditioning installation or toilet facilities, we must plan for the future as well as for the present.

Assume that we made an analysis of our organization in 1956, that we are to acquire new space in 1957, and that a preliminary estimate of our growth rate suggests that we will be wise to obtain sufficient space to satisfy our needs through 1970. Of course, not only estimated rates of growth but also present and probable future trends in space cost—whether we are to build, buy or rent—will influence this decision. We may have to enter into a 20-year lease to get the space we want. We may have an opportunity to buy reasonably a somewhat larger building than we need

but are unable to rent part of it on a short term lease. Or we may want to build relatively little now so as to minimize our initial investment and expenses, though we will pay a penalty in adding space eight or ten years hence.

Returning to our original assumption, we can calculate our current needs and project our 1970 requirements. Rather than calculate our needs for the time in 1957 when we expect to occupy the new space, it is wiser to determine our needs for 1960, three years later. This allows us to enter our new space with a layout that should not have to be changed for several years without forcing on us an unrealistic or inefficient initial arrangement. Within a given area or department, always try to use an optimum arrangement and leave space for expansion. Do not spread people and equipment around to fill up space.

Making space projections is difficult at best. No simple generalized method or formula will do. Study each department separately and make a realistic appraisal of its growth trend. This requires the combined efforts of department heads and top management. If, for example, an electronic computer is to be added to the tabulating department, it might materially reduce personnel and space requirements in the accounting department.

General office areas may be divided into three major space categories: (1) space used for private offices, conference rooms and other enclosures and special areas; (2) space required for bulk files, special machines and equipment, and their associated work areas; (3) clerical work areas.

The clerical work areas include not only desks and chairs, but also miscellaneous files, machine stands and the like used in these areas. The average distribution of such equipment must be included to arrive at space standards for open clerical areas. Space in the second category is not clerical but consists of file batteries, groups of machines and similar areas. In private office space allowances include access areas for these offices, generally a 4-ft. aisle along the front of the office.

Regardless of the space category we are considering, remember that the standards we establish are related to the physical characteristics of the space. Our schedule of private offices may show that we want about 125 sq. ft. for junior executives; yet we may be forced to a 12 x 12 ft. office by the building module. More space will be required per clerk if the building is cut into small or irregular areas or is interrupted by columns or projections from the perimeter walls. More space may be needed in a given department by reason of a traffic flow through it to building service areas and the resulting need for more aisle space than would otherwise be required. An organization standardizing on 60″ x 34″ desks will differ in its space requirements from one using 55″ x 30″ desks. Seek to keep the space in large, open and uninterrupted areas. Place departments according to the flow paths of work modified by their requirements for special facilities and equipment and by such communication factors as public access. Within the department, use a functional arrangement. Try to arrange desks so work flows in straight lines from those behind to those in front and so people are near the files and

equipment they use. Place desks end to end in pairs because placing them singly wastes space while putting three side-by-side forces the clerk in the middle to disturb a neighbor in getting to an aisle. With each person sitting on an aisle, allow 3 feet, front to back, between desks. This is ample for comfort without wasting space.

Face all your clerical desks in the same direction to preclude the distraction of facing a neighbor. Do not face desks into walls or windows. In a column of pairs of desks, try to standardize on the desk lengths so as to have straight aisles, or use complementary lengths such as a 40″ and a 60″ desk behind a pair of 50″ desks if this will better satisfy clerical needs. Use 4 to 5-ft. aisles, 3 to 4-ft. cross aisles and two to three 4-ft. feeder aisles depending on volume of traffic. Aisle space in bulk filing depends on the degree of file activity; maximum spacing is required where filing and finding occurs in two rows of facing files at the same time and is accompanied by traffic up and down the aisle. The table below gives basic area requirements for a few items of furniture and illustrates the way in which areas allocated are related to equipment size, work space and aisle requirements.

These are examples of basic data required in formulating our standards. Wherever possible, establish standards related to a unit, whether it be one clerk in an open clerical area or one file in a bulk filing area. More detailed analysis may be required where there are a number of different types of units of equipment. For example, in the tabulating department we prepared work sheets on which we showed for 1956, 1960 and 1970, the type and quantity of machines, area required for machines, work space area, and total area by machine type. From these we derived total machine area and total work space area by year. On these same sheets we showed our electrical current requirements and the Btu per hour output with the machines operating at full capacity.

Private office requirements are best

SIZE AND TYPE	ARRANGEMENT AND SPACING	AREA PER UNIT
Desk, 60" x 34"	Two abreast in parallel rows and columns. 70" back-to-back, 36" aisles.	37.9 sq. ft.
Desk, 55" x 30"	Two abreast in parallel rows and columns. 66" back-to-back, 36" aisles.	33.5 sq. ft.
File, 28.5" x 18"	In double rows, facing. 18" between extended (28" ea.) drawers of facing files.	8.2 (3.56, 4.63)*
File, 28.5" x 15"	Same as above.	6.8 (2.97, 3.85)*
File, 28.5" x 18"	In double rows, facing. 18" from extended drawer to front of closed file facing.	6.4 (3.56, 2.88)*
File, 28.5" x 15"	Same as above.	5.4 (2.97, 2.40)*

* First figure in parentheses is square-foot area occupied by file itself; second figure represents the work space required.

projected by using a subsidiary work sheet which shows by year the positions requiring private offices and their space requirements. Column and mullion spacings, furring, etc., may introduce modifications when these offices are fitted into the available space.

The data enumerated, combined with a study of the building service areas, enables us to derive an estimate of inside gross building area per person and of net usable area per person; the former may be 165-185 sq. ft. and the latter, 120-135. In a typical department we are likely to find 85-100 sq. ft. per person including all three space categories. But we were more concerned with establishing the standard for open clerical areas, including the miscellaneous dispersed files and equipment typically found in such areas but excluding enclosures and areas for bulk filing and special equipment. In our example, the standard established is 60 sq. ft. per person. With different assumptions (for instance larger areas, smaller desks or less miscellaneous equipment) it might have been 50 sq. ft.

Assume that we have made an analysis of our present organization, equipment and space. We have projected our growth through 1970 and have estmated our space needs in each category. We have the plans of the new space and have determined the areas involved. Next fit our requirements into the available space, remembering directions of work flow, needs for communication, public access, special facilities and expansion. Remember that a central stenographic pool may be easy to move to another area in 1965 but the tabulating department will not be. Before we can make an actual scale layout of every piece of furniture and equipment, and of every office and special facility, assemble all the area information and requirements. Reconcile departmental space requirements and their optimum geographical relationships with the facilities at our disposal.

By using a work sheet on which we can assemble these data in tabular form, we can reconcile what we need with what we have. The work sheet opposite may be simplified by eliminating any columns that are not needed in a given application. For example, if we wish to extract a summary for 1970, we may use only one line for each department (without detailing private offices), and we may eliminate altogether a number of columns leaving only significant ones on the summary. Rather than prepare a new form, simply use the same one with some columns left blank. (The form itself is drawn on tracing paper and reproduced by any copying process.) This form is a modification of one used by John Hancock Mutual Life Insurance Co. in a space survey prepared by Roland A. Mangini. Let us examine the work sheet column by column.

1. The date shown represents the date in 1956 upon which all 1956 figures are based. Figures prepared in March, for example, might change substantially by November. Showing the time of compilation may preclude a question as to their reliability. If we are preparing a summary of our estimate for the end of 1970, we can leave this column blank.

2. In addition to the department name, indicate the year for which the data in each section—on each line—apply. Those for 1956 are actual; the others are estimates.

3. The floor or floors on which the de-

SPACE SURVEY WORK SHEET

	1 DATE	2 DEPARTMENT		3. FLOOR	4 NO. OF S.F. CURRENTLY ASSIGNED	5 NO. OF PERSONS CURRENTLY ASSIGNED	6 NO. OF S.F. PER PERSONS OVERALL (4) ÷ (5)
1	10/8/56	President	1956	6	452	2	226
			1960	5	928	2	464
			1970				
2	10/8/56	Board Room & Reception & Lobby for Executive Suite	1956	6	168		
			1960	5	1269		
			1970				
3	10/8/56	Investment	1956	5	736	4	184
			1960	5	1561	4	390
			1970	5	1561	10	156
4	10/8/56	Legal	1956				
			1960 & 1970	5	388	1	388
5	10/8/56	Actuarial	1956	6	1000	11	91
			1960	5	3042	15	203
			1970	5	2070	23	90
6	10/8/56	Group	1956				
			1960	5	1504	5	301
			1970	5	2476	25	99
	10/8/56	Agency	1956	6	1785	16	112
			1960	5	990	5	198
				4	4296	18	239
				4	5286	23	230
			1970	5	990	8	124
				4	4201	29	145
				4	5191	37	140
8	10/8/56	Planning	1956	6	340	2	170
			1960	4	428	2	214
			1970	4	523	3	262
9	10/8/56	Accounting	1956	4	1237	12	103
			1960	4	1883	12	157
			1970	2	1042	10	104
10	10/8/56	Claim	1956				
			1960				
			1970	4	540	5	108
11	10/8/56	Tabulating	1956	6	1600	12	133
			1960	4	2535	16	158
			1970	4	4418	26	170
12	10/8/56	Secretary	1956	6	340	2	170
			1960	3	493	2	247
			1970	3	493	3	164
13	10/8/56	Industrial	1956	6	1550	12	129
			1960	3	2005	16	125
			1970	3	2005	24	84
14	10/8/56	Home Office Debit	1956	4	529	6	88
			1960	3	600	7	86
			1970	3	600	10	60
15	10/8/56	Underwriting	1956	4	227	2	114
			1960	3	247	2	124
			1970	3	351	4	88

SPACE USED FOR PRIVATE OFFICES, CONF. ROOMS AND OTHER ENCLOSURES (INCLUDING ACCESS AREAS)				SPACE EXCLUSIVE OF PRIVATE OFFICES, ETC (CLERICAL, FILE & SPECIAL EQUIPMENT AREAS)		
7 NO. OF PRIVATE OFFICES, CONF. RMS & ENCLOS.	8 NO. OF S.F. ASSIGNED (INCL. ACCESS)	9 NO. OF PERSONS ASSIGNED	10 NO. OF S.F. PER PERSON	11 NO. OF S.F. ASSIGNED	12 NO. OF PERSONS ASSIGNED	13 NO. OF S.F. PER PERSON
			(8) ÷ (9)	(4) − (8)	(5) − (9)	(11) ÷ (12)
2	452	2	226			
Pres. 1 Secy 1 Toilet 1 3	602 222 104 928	1 1 2	464			
Lobby Area 1	168					
Board Room 1 Reception & [illegible] 1 Toilet 1 3	715 439 115 1269					
Treas. 1	300	1	300	436	3	145
Treas. 1	362	1	362	1199	3	400
Treas. 1 Asst 1 2	362 171 533	1 1 2	267	1028	8	129
Gen Couns 1	380	1	380			
Actuary 1	272	1	272	728	10	73
Actuary 1 Asst 1 2	348 171 519	1 1 2	260	2485	13	191
Actuary 1 Asst 1 2	388 171 559	1 1 2	280	1511	21	72
				1504	5	301
Manager 1 Asst 1 2	257 212 469	1 1 2	235	2097	29	67
Agcy Secy 1 Agcy Supv 1 Agcy Supv 1 Dir of S.P. 1 4	232 128 226 242 848	1 1 1 1 4	212	937	12	78
Agcy Secy 1 Agcy Secy 1 Agcy Secy 1 Agcy Supv 1 Agcy Supv & Lobby 1 Dir of S.P. 1 6	257 257 297 297 965 336 2409	1 1 1 4	602	654 2223 2877	4 15 19	164 148 151
Agcy Dir. 1 Agcy Secy 1 Dir of Trng 1 Dir of S.P. 1 Agcy Supv. 4 Reception & Lobby 1 9	297 257 171 336 1068 965 3094	1 1 1 1 4 8	387	654 1443 2097	7 22 29	93 66 72
Dir of Planning 1	280	1	280	60	1	60
Dir of Planning 1	295	1	295	133	1	133
Dir. of Planning 1	295	1	295	228	2	114
Controller 1 Bank Loan 1 2	218 201 419	1 1 2	210	818	10	82
Controller 1	191	1	191	1692	11	154
Controller 1 Auditor 1 2	191 191 382	1 1 2	191	662	8	83
				540	5	108
				1600	12	133
				2364	15	158
				4227	25	169
Asst Secy 1	171	1	171	60	1	60
Asst Secy 1	191	1	191	216	1	216
Secretary 1	280	1	280	216	2	108
Secretary 1	277	1	277	1550	12	129
Secretary 1	277	1	277	2005	16	125
				1834	23	80
Asst Secy 1	171	1	171	529	6	88
				600	7	86
				600	10	60
Underwriter 1	138	1	138	89	1	89
Underwriter 1	171	1	171	76	1	76
Underwriter 1	171	1	171	180	3	60

SPACE REQUIRED FOR BULK FILES, SPECIAL EQUIPMENT & ASSOCIATED WORK AREAS

14 NO OF FILES	15 NO OF S.F FOR FILES	16 NO OF S.F WORK SPACE FOR FILES	17 NO OF PIECES OF SPECIAL EQUIPMENT	18 NO OF S.F FOR SPECIAL EQUIPMENT	19 NO OF S.F WORK SPACE FOR SPEC EQ	20 NO OF S.F FOR FILES, SPEC EQ & WORK SPACE (15 + 16) + (18 + 19)
12	46	45				91
36	138	135				273
13	41	40				81
30	108	143				251
10	30	30				60
100	297	292				589
12	36	35				71
32	95	93				188
9	36	33				69
14	46	46	1	9	13	114
25	79	79	1	9	13	180
20	59	58				117
19	74	74	33	251	830	1229
60	234	232	87	667	2197	3330
10	30	29				59
57	190	217				407
96	306	331				637

partment is located or will be located at the specified time. If more than one building is involved, identify it. This column is important in identifying geographical locations of departments and in totaling space required for departments on a given floor at a given time, so that it may be compared with what is actually available on that floor.

4. The number of square feet assigned at this date, stated in terms of net usable area, not gross area or net rentable area. (Even though a single department occupied an entire floor, we would not charge rest room facilities to it.)

5. All personnel assigned to the department are included in this figure.

6. This figure is obtained by dividing the total assigned area by the number of people assigned. In a typical clerical department with an average amount of space in offices and in bulk filing or similar areas, we may expect a figure of 85-100 sq. ft. Some departments will have neither bulk filing nor private offices, and 60-70 sq. ft. may be perfectly adequate. An area such as the agency department of a life insurance company may require a large number of private offices in relation to the number of personnel. Do not apply general basic figures in a specific situation. This is why we cannot cut our form off at this point. In many building areas, such as those housing medical facilities or the kitchen or central filing area, no standard has any validity. We must deal with other units in establishing space requirements. As a result, the company average area per person will differ markedly from the average for its clerical departments. Remember, too, that when we project requirements we are doing it in terms of optimum space—hence our figure of 60 sq. ft. per clerk in the average clerical department. We can work with less, and almost inevitably we will work with less before adding additional space. All too often expansion programs in terms of office space do not get under way until existing facilities have become crowded.

7. Like the succeeding three, this column applies to private offices, conference rooms and other enclosures and special areas (not including modular furniture). These are the areas that do not lend themselves readily to clerical use even though offices built of movable partitions —or any other kind—can be removed. The number of enclosures in the department is shown and each is identified.

8. The area of each enclosure is shown, and the access area (generally a 4-foot aisle across the front of the office and necessitated by the office) is included in the space assigned. As in the preceding column, the departmental total is shown in addition to the figure for each office.

9. The number of persons assigned to each enclosure and the total for the department.

10. The average number of square feet per person in the special areas. In a summary sheet we would probably not break down the enclosures but simply show overall figures for the department.

11. Like the next two columns, this one may not be required and can be omitted either on the basic work sheet or on a summary sheet. It gives total area assigned to the department, less that consumed in private offices and other enclosures.

12. The authorized personnel strength after subtracting the number assigned to the special areas in Column 7.

13. No. 11 divided by No. 12, the square feet per person outside of the special areas.

14. This and the succeeding six columns define space for bulk filing, special equipment and the associated work areas. We specifically exclude miscellaneous files and office equipment located near their users in the general clerical space of the department. (This column gives the number of files.)

15. The actual floorspace occupied by the file cabinets. (Of course legal files require more area than letter files, fire files more than standard files, etc.) Some of us are not yet aware that five-drawer files require less space—per drawer—than four-drawer files.

ICE AVAILABLE FOR CLERKS (EXCLUDING OF BUA FILES & SPEC EQ)		SPACE EXCESS OR SHORT BASED ON STANDARDS OF 60 SF PER CLERK			PROJECTED SPACE REQUIREMENTS		
21 D OF SF ERICAL SPACE	22 NO OF SF PER PERSON	23 NO. OF SF EXCESS OR SHORT (*) PER PERSON	24 NO OF SF REQUIRED FOR CLERKS	25 NO OF SF EXCESS OR SHORT (*) OVERALL	26 NO OF SF CURRENTLY REQUIRED	27 ESTIMATED GROWTH (%) TO 1970	28 NO OF SF REQUIRED 1970
(11) − (20)	(21) ÷ (12)	(22) − (60)	(12) × (60)	(21 − 24) = (12) × (23)	(6) − (25)		(26) + (27)
					452	476	928
					928		
					168	1101	1269
					1269		
345	115	55	180	165	571	715	1286
1108	369	309	180	928	633		
755	94	34	480	275			
					0	388	388
					388		
647	65	5	600	47	953	1117	2070
2402	185	125	780	1622	1420		
1260	60	0	1260	0			
					0	2438	2438
1444	289	229	300	1144	360		
1418	62	2	1380	38			
866	72	12	720	146	1639	3383	5022
654 2152 2806	164 143 148	104 83 88	240 900 1140	414 1252 1666	3620		
654 1255 1909	43 57 66	33 −3 6	420 1320 1740	234 −65 169			
60	60	0	60	0	340	144	484
133	133	73	60	73	355		
159	80	20	120	39			
704	70	10	600	104	1133	−91	1042
1578	143	83	660	918	965		
480	60	0	480	0			
					0	417	417
					0	Note: Included in Accounting through 1960	
423	85	25	300	123			
371	52	−8	432	−61	1661	2760	4421
1135	126	66	540	595	1940	Note: In cols 22 & 24 use	
897	60	0	900	−3	60% of col. 12	(40% are machine operators)	
60	60	0	60	0	340	116	456
216	216	156	60	156	337		
157	79	19	120	37			
1143	95	35	720	423	1127	1061	2188
1598	100	40	960	638	1367		
1197	52	−8	1380	−183			
529	88	28	360	169	360	240	600
600	86	26	420	180	420		
600	60	0	600	0			
89	89	29	60	29	198	153	351
76	76	16	60	16	231		
180	60	0	180	0			

SPACE SURVEY WORK SHEET

	DATE	2 DEPARTMENT		3 FLOOR	4 NO OF S.F. CURRENTLY ASSIGNED	5 NO OF PERSONS CURRENTLY ASSIGNED	6 NO. OF S.F. PER PERSON OVERALL (4) ÷ (5)
16	10/8/56	Ordinary	1956	4	2801	22	127
			1960	3	5585	32	175
			1970	3	5481	55	100
17	10/8/56	Medical	1956	4	138	1	138
			1960 & 1970	3	918	2	459
18	10/8/56	Personnel	1956				
			1960				
			1970	2	567	2	284
19	10/8/56	Training Room	1956	T	711		
			1960 & 1970	1	1144		
20	10/8/56	Lounge	1956	5	368		
			1960 & 1970	1	2288		
21	10/8/56	Building Lobby, Reception, & Switchbd.	1956	6	170	1	170
			1960 & 1970	1	1164	1	1164
22	10/8/56	Cafeteria, Kitchen, etc.	1956				
			1960	1	4541	Personnel not included	
			& 1970	2 & 8	522 .3063		
23	10/8/56	Central Filing	1956				
			1960	B	2374	1	2374
			1970	B	2374	2	1187
24	10/8/56	Supply	1956	T & 4	1554	1	1554
			1960	B	1683	1	1683
			1970	B	1683	2	842
25	10/8/56	Printing	1956	T	1533	3	511
			1960	B	1685	4	421
			1970	B	1685	5	337
26	10/8/56	Mail Service	1956	6	210	1	210
			1960	B	205	2	103
			1970	B	205	6	34
27	10/8/56	Building Service	1956				
			1960 & 1970	B	1235	Personnel not included	
		TOTALS - 1970			47662	258	185

NOTES: 8073 sq. ft. of vacant space remain on second floor in 1970. Warehouse space requirements for dead storage of records and furniture are not included. Central filing figures do not include semiactive material now in warehouse.

		1956		16200	110	147
		1960		34619	150	231
		1970		36760	258	143
		(1) Sum of individual items		(i.e., figures adjusted according to notes above		

SPACE USED FOR PRIVATE OFFICES, CONF. ROOMS AND OTHER ENCLOSURES (INCLUDING ACCESS AREAS)				SPACE EXCLUSIVE OF PRIVATE OFFICES, ETC (CLERICAL, FILE & SPECIAL EQUIPMENT AREAS)		
7 NO. OF PRIVATE OFFICES, CONF. RMS. & ENCLOS.	8 NO OF S.F ASSIGNED (INCL ACCESS)	9 NO OF PERSONS ASSIGNED	10 NO OF S.F PER PERSON	11 NO OF S.F ASSIGNED	12 NO OF PERSONS ASSIGNED	13 NO OF S.F. PER PERSON
			(8) ÷ (9)	(4) − (8)	(5) − (9)	(11) ÷ (12)
Conf. 1	163			2638	22	120
Conf. 1	297			5288	32	165
Asst. Secy 2	342	2		4842	53	91
Conf. 1	297					
3	639	2	320			
Med Dir. 1	138	1	138			
Med Dir 1	212					
Med. Dir 1		1				
Reception 1		1				
Laboratory 1	540					
Examination 1						
Toilet 1						
Sick bay 1	166					
7	918	2	459			
Dir. of Hrs. 1	171	1		119	1	119
Conf. 1	277					
2	448	1	448			
Training Rm 1	711					
Training Rm 1	1144					
Girls' Lounge 1	368					
Lounge 1	2288					
Receipt & Switchboard 1	170	1	170			
Receipt & Switchboard 1		1				
Lobby 1	1164					
2	1164	1	1164			
Cafeteria 1	3432					
Kitchen 1	1109					
Dishwashing, storage, etc 1	522					
3	5063					
Central File Rm 1	(Treated as	space other	than private	2379	1	2379
Central File Rm 1	offices and	special areas)		2379	2	1187
Supply Room 2				1554	1	1554
Supply Room 1	(Treated as	space other	than private	1683	1	1683
Supply Room 1	offices and	special areas)		1683	2	842
Dark Room 1	38			1225	3	408
Camera Room 1	120					
Layout Room 1	156					
3	308					
Office 1	126	1		1336	3	445
Dark Room 1	86					
Camera Room 1	137					
3	349	1	349			
Office 1	126	1		1336	4	334
Dark Room 1	86					
Camera Room 1	137					
3	349	1	349			
				210	1	210
				205	2	103
				205	6	34
Receiving 1	427					
Maint. Off. 1	197					
Maint. Stor 1	611					
3	1235					
56	21975	31	709	25687	227	113
Col. 7-10 do not include modular steel furniture partitions. Col. 8: 4 ft. aisle allowed for access.						
21	3766	15	251	12434	95	131
34	8584	19	452	26035	131	199
46	11081	31	357	25687	227	113
				(2) Sum of individual items = col. (4)		

Note This 166 sq ft not useable space on 2nd, 4th, & 5th flo

16. The work space for files shown here depends on the arrangement of the files and on the degree of file activity.

17. Tabulating machines, duplicators and other special equipment are enumerated here.

18. List actual floorspace consumed by special equipment.

19. Working space required for special equipment includes access areas for working on the equipment. Manufacturer's recommendations can be used in establishing the area needed with some equipment.

20. The total areas required for bulk filing and special equipment including associated work areas.

21. This column and that which follows are comparable to Columns 11-13 except that we have subtracted the total in Column 20 from that in Column 11 to find the number of square feet remaining for clerical use.

22. The square feet per person in clerical areas is obtained by dividing the figure in Column 20 by that in Column 12. No persons were charged to the bulk file and special equipment areas. Desks for file clerks are included in clerical areas, but allowance is made as described under Column 23 for machine operators and comparable employees.

23. This column and the two which follow assume a clerical space standard of 60 sq. ft. per person. This standard applied to our specific problem. No one figure can apply equally to all types or sizes of business or to all physical environments. Small, chopped up areas with many columns, furrings, projecting radiators, and inward swinging doors do not lend themselves to efficient layout. (Incidentally, air conditioning loads should be based on less space per clerk than the optimum used in the standard; the cooling system must still perform satisfactorily even though we become more crowded than we like.) Figures in this column are obtained by subtracting 60 from the number of square feet shown in the preceding column. This gives the number of square feet excess (or short) per person in terms of our clerical standard. In obtaining this figure, like that discussed under Column 24 make allowance for the fact that certain people (e.g., key punch operators) do not require clerical space other than that allocated as work space for their machines. In determining the number of square feet per person (in Column 22) for such areas as duplicating or tabulating departments or mailroom area, determine what proportion of the personnel should be considered clerks in terms of clerical space requirements and apply this factor to the number of persons assigned as shown in Column 13. In the case of the tabulating department, for example, we used a factor of 60%, assuming that the other 40% require no space other than that allocated to machine work areas. So we take 60% of the figure in Column 12 and divide this into Column 21 to get the number of square feet per person. Then subtract 60 to obtain the figure in Column 23.

24. Number of square feet required for clerks in this column, is simply 60 times the number of clerks as shown in Column 12. Adjustment must be made, as described above, for personnel whose space requirements are satisfied within the work space allocated to equipment.

25. This figure is of primary importance. By showing the difference between space available for clerks and that which is required (or the number of clerks times the area excess or short per clerk) it reveals the overall difference between space available and space needed. This assumes that space in the first two categories has been assigned on an optimum basis and the balance allocated for clerical use, and this is in fact the procedure which has been used in making the space projections. Space deficiencies must be reviewed before final approval of the allocation to determine whether changes are warranted. Each situation must be examined individually, as it is not possible to establish any hard and fast rule as to the limits of toleration of a deficiency in absolute terms.

26. Subtract the space excess (or short)

SPACE REQUIRED FOR BULK FILES, SPECIAL EQUIPMENT & ASSOCIATED WORK AREAS

14. NO. OF FILES	15. NO OF S.F. FOR FILES	16. NO OF S.F. WORK SPACE FOR FILES	17. NO OF PIECES OF SPECIAL EQUIPMENT	18. NO OF S.F. FOR SPECIAL EQUIPMENT	19. NO OF S.F. WORK SPACE FOR SPEC. EQ.	20. NO. OF S.F. FOR FILES, SPEC. EQ. & WORK SPACE (15+16)+(18+19)
110	330	328	1	8	12	678
265	856	824	1	8	12	1680
10	30	29				59
(Ordinary application file jackets not included in filing shown below)						
60	184	149				333
120	368	298				666
			44	330	248	578
			120	840	630	1470
			24	651	550	1201
			28	797	670	1467
			4	70	120	190
			6	105	210	315
813	2616	2576	243	2426	3732	11350

Cols. 14-20 show optimum areas for efficient work based on volume of traffic in files, etc.
Col. 24 is based on standard of 60 sq. ft. per clerk in an average clerical department having average amount of files and miscellaneous equipment. This is optimum, not minimum.
Col. 26: 1956 figures based on existing enclosures and optimum filing, special equipment and clerical space. 1960 figures (like those shown for 1970 in Col. 28) based on enclosures as currently planned; other figures to optimum standards.
Building and Food service employees not included in any of above figures.
Totals by year shown below do not include the following space categories: Col. 19, Training Room; Col. 20, Lounge; Col. 21, Building Lobby, Reception & Switchboard (receptionist included in personnel totals); Col. 22, Cafeteria, Kitchen, etc.; Col. 27, Building Service.

237	763	785	107	1319	1773	4640
307	977	964	107	1319	1773	5033
813	2616	2576	243	2426	3732	11350
col. (26)						

from that currently (in 1956) assigned to get the area required for the department at the time of the survey. On the 1960 line is shown the area required at that time—the area to be assigned less the overage or plus the shortage.

27. This represents the growth in space required from the date of the survey to the end of 1970.

28. The space required at the end of 1970 is the sum of that required at the date of the initial survey and of the anticipated growth during the intervening years. It is the space assigned, adjusted for the overage or shortage shown in Column 25.

Totals for 1970 in terms of the several categories are shown at the bottom of each column (building and food service personnel were not included in our survey). More significant totals for each year are shown at the bottom of the survey form. Here we excluded lounge, cafeteria, building service, and comparable areas as well as our agency training room. On the other hand, we included printing, supply, central filing and mail service. We included the service functions that directly support operations while excluding those that do not, to obtain more meaningful averages. The total number of square feet required for clerks in each case reflects the adjustments previously referred to for machine operators, mail clerks and comparable personnel. The total number of square feet excess or short overall is found either by taking the difference between the totals of assigned and required areas or by simply adding the individual areas over or under by year. The figures for number of square feet per person on the total lines for each year are calculated directly by dividing the appropriate area total by the number of people involved (not by averaging figures in the column above) and the number of feet of excess space per person is found by subtracting 60 from this figure. At the bottom of Column 26 are the total areas required for each year (the 1970 required area figure appears again in Column 28, and the 1956-1970 growth figure in Column 27).

Explanatory notes may be included on the work sheet so that the entire space allocation picture may be compiled on one form. During subsequent analysis of the areas allocated to the various departments for both their current needs and projected growth rates, it is helpful to have all data. Subsequent analysis may reveal the desirability of making changes within a space allocation. A firm (though not necessarily final) determination of the space assignments should be completed before making a detailed layout of the furniture and equipment in the various areas.

Just as we cannot intelligently locate departments within a building without regard to their functions relative to one another, so we cannot determine the location of furniture and equipment within a department without an intimate knowledge of the flow of work involved. Planning the layout requires the joint efforts of those best qualified in layout techniques and the department head who will furnish the information concerning work flow, communications requirements and other pertinent data. They may well work in conjunction with planning and methods personnel, as changes of one type frequently stimulate those of another. In its simplest manifestation, this situation comes down to the case of the supervisor who, when faced with a move,

SPACE AVAILABLE FOR CLERKS (EXCLUSIVE OF BULK FILES & SPEC FA)		SPACE EXCESS OR SHORT BASED ON STANDARDS OF 60 S.F. PER CLERK			PROJECTED SPACE REQUIREMENTS		
21 NO OF S.F CLERICAL SPACE	22. NO. OF S.F. PER PERSON	23. NO. OF S.F. EXCESS OR SHORT (*) PER PERSON	24. NO OF S.F REQUIRED FOR CLERKS	25. NO. OF S.F EXCESS OR SHORT (*) OVERALL	26 NO OF S.F. CURRENTLY REQUIRED	27. ESTIMATED GROWTH (*) TO 1970	28. NO OF S.F REQUIRED 1970
(11) − (20)	(21) ÷ (12)	(22) − (60)	(12) X (60)	(21 - 24) = (12) X (23)	(6) − (28)		(26) + (27)
1960	89	29	1320	640	2161	3338	5499
4610	144	84	1920	2690	2895		
3162	60	0	3180	− 18			
					138	780	918
					918		
					0	567	567
60	60	0	60	0	0	Note: Included in Agency through 1960	
					711	433	1144
					1144		
					368	1920	2288
					2288		
					170	994	1164
					1164		
					0	5063	5063
					5063		
					0	786	786
2041	2041	1981	60	1981	393		
1708	854	794	120	1588			
976	976	916	60	916	638	952	1590
1105	1105	1045	60	1045	638		
213	107	47	120	93			
24	20	-40	72	-48	1581	331	1912
135	113	53	72	63	1622		
-131 (0)	-82 (0)	-142	96	-227	Note: In cols. 22 & 24 use 40% of col. 12 (60% are press operators, etc.)		
20	60	0	20	0	210	226	436
15	23	-37	40	-25	230	Note: In cols. 22 & 24 use 33⅓% of col. 12. (66⅔% are messengers, etc.)	
-110 (0)	-50 (0)	-116	120	-231	0	1235	1235
					1235		
14578	64	4	13620	1700		31043	45962

Square footage net usable area:

5th fl.	9682
4th	9682
3rd	9682
2nd	9682
1st	9137
Basmt.	7700
	55735

Cols. 23-27, Central Filing, Supply, Printing & Mail Service are service functions which are included. This functional distinction among space categories concerned permits a more meaningful comparison of office space standards. Note large 1970 excess in Central Filing.

7794	82	22	5264 (1)	2530 (2)	13670	21398	
21002	160	100	7312 (1)	13690 (2)	20929		
14578	64	4	12636 (1)	1700 (2)	35068		35068

decides this is the time to make the change he should have made two years ago.

Making the layout requires not only study but patience. It is best done to ¼″-scale on accurate floorplans containing all columns, door swings and obstructions of whatever kind. When completed it must show not only the position and identification of each piece of furniture, but the position of electric and telephone outlets, the equipment they serve, requirements for buzzers on desks, intercoms, etc. As geographical relationships are changed in a move, so are communications requirements.

Another effective layout technique involves the use of ¼″-scale templates of tough paper stock coated with an adhesive. These may be placed directly on the plan, or on a plastic sheet placed over the plan, the plastic sheet having a ¼″-grid on it. Or the plan may be shown directly on the plastic sheet by using adhesive tape representing exterior walls, partitions, windows and similar features. The templates may be lifted from the plastic and moved about, and they have space on them for writing identifying data. There are guide lines on the templates so that one may readily trim, for instance, the 60″ by 30″ desk to represent a 55″ by 30″ desk. Symbols on tape represent telephones and power connections for equipment.

If one is not faced with a large or recurring layout problem, he may attach the floorplan to a bulletin board, cut templates from file folders and use red map tacks for power outlets and blue ones for telephones. Thread of corresponding colors may be used for underfloor ducts if their location needs to be indicated on the final layout. A pin, tack or a white map tack will hold the templates.

Photographic or photocopy repro-

"Phone that fellow who laid out this office."

For More Information Circle No. 423→

THE carbon for any typewriter, and nearly every copy job!

Flexibility and then some, that's NU-KOTE, the *first* plastic-base typewriter carbon. Just one grade and finish for any typewriter and practically any copy job imaginable. NU-KOTE outlasts ordinary carbons 3 to 1. And NU-KOTE makes the cleanest copies, keeps hands clean, too. You get clear, sharp copies, first to last—as your *free* trial will prove! Available only through your local dealer.

FREE SAMPLE!

AUTHORIZED M&V CARBONS AND INKED RIBBONS DEALER

Buy where you see this sign

For a free sample of NU-KOTE, just mail this coupon attached to your company letterhead.

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Burroughs Corporation, Detroit 32, Michigan

Name _____

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ODIN OFFICE PRINTING PAPER

Use a mimeo paper? Smooth finish? Bond finish? Try Bergstrom's ODIN. You'll like its bright-white, uniform surface . . . its opacity . . . trouble-free printability. Sized for pen and ink. Write today for samples and name of nearest distributor.

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PAPER COMPANY

NEENAH, WISCONSIN

FOUNDED 1904

For More Information Circle No. 241

ductions of the final layout may be made, or the layout may be drawn on tracing paper (office furniture drawing templates are helpful here), and this may be reproduced. The essential element is accuracy. Where desks vary in size, and space is interrupted by structural columns, radiators or furred out wet columns, we accomplish little by assuming a single size of desk and a clean rectangular area and then, by a quick calculation, arriving at the conclusion that department X with its 40 people should fit comfortably into the west wing, third floor, with five rows of eight desks each. It just isn't that simple. In the long run we save time by inventorying and identifying our furniture and equipment and laying it out to accurate scale on an accurate plan.

Even though we may be moving into space in an old building where we might assume that former tenants have been faced with similar problems, have no assurance that the floorplan we obtain from the building manager is accurate. The problem is not with the partition that has obviously been removed. Rather, we may experience trouble if this is not an "as built" drawing and we find that a door was moved, or the space shown between that column and the wall won't take that fire file because the base board projects too far, or the aisle we had narrowed down to a minimum has a drinking fountain projecting into it. If air conditioning has been added to the building, we may find some surprisingly large vertical shaft areas that do not appear on old plans. So use accurate templates on accurate plans. Only in that way can we finally test the validity of our space allocation.

a completely new office photocopy process . . .

Peerless Photo Products, Inc.
Shoreham, Long Island, New York

Gentlemen:

Please send me information about the completely new office photocopy process which:

1. makes unlimited copies of superior quality from one negative.
2. makes right-reading copies in one-sheet operation.
3. eliminates peel-apart and throw-away sheet.
4. can be adapted to any office copy equipment.
5. cuts cost, time and labor.

NAME _____ TITLE _____

COMPANY _____

STREET _____

CITY _____ ZONE _____ STATE _____

O-12

For More Information Circle No. 270

"Solved one of our

"We only get out five mailings a year—but in a small office like this, those mailings used to murder us! We had to take girls off their regular jobs, use bookkeepers and even salesmen to stuff envelopes. It raised cain with our work, and it took a week to get things back to normal. That small Pitney-Bowes Folding & Inserting Machine was a lifesaver around here—and paid for itself in no time."

The new Model 3300-FH, a low-cost unit designed for the smaller office, folds and inserts in envelopes single enclosures at speeds up to 4,000 an hour. It handles practically anything — checks, letters, cards, invoices, bulletins, even sheets stapled together. Multiple enclosures are taken care of by extra runs through the machine. It does away with costly hand folding and inserting.

It is set without tools and is so easy to operate, any girl can learn to use it in minutes. Has automatic feed. Automatic stoppage for faults prevents jamming or tearing.

The "3300-FH" is so convenient, such a work saver, and disposes of mailings so rapidly . . . that even with only occasional use it shows worthwhile savings in any office. And it permits far wider use of the mails to promote your product or service. Call the nearest Pitney-Bowes office for details. Or send coupon for free illustrated literature, and "case studies".

FREE: *Handy desk or wall chart of new postal rates with parcel post map and zone finder.*

PITNEY-BOWES Folding & Inserting Machines

Made by the originator of the postage meter . . . 107 offices in the U.S. and Canada, with nationwide service coast to coast.

For More Information Circle No. 248

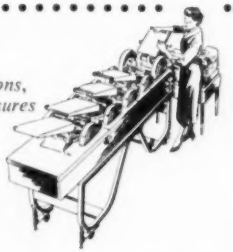
worst personnel problems!"

Model 3300-FH advantages

- *Only nationally sold and serviced* combined *folder and inserter on the market.*
- *The 3300, as an inserter by itself, is the lowest priced inserter available.*
- *Handles enclosure sizes (after folding) up to 8⅛ by 5½ inches.*
- *Automatic feed with continuous load. Has detectors that automatically prevent jamming or tearing.*

The "3300" (shown with Pitney-Bowes FH folding machine) combines with any PB folder, or can be used by itself as an inserter alone.

Model 3100,
with six optional stations, inserts up to six enclosures at speeds to 6,000 an hour. Offers optional hookup with a PB postage meter mailing machine.



PITNEY-BOWES, INC.
3460 Crosby St., Stamford, Conn.

Send free ☐ *illustrated booklet and case studies on PB Folding & Inserting Machines;*
☐ *Postal Rate Chart.*

*Name*_____

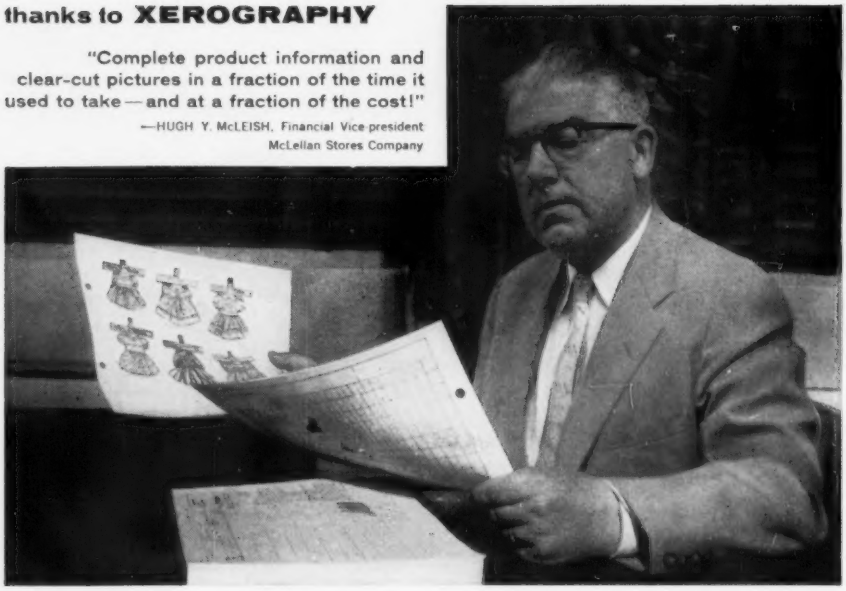
*Address*_____

For More Information Circle No. 248

thanks to XEROGRAPHY

"Complete product information and clear-cut pictures in a fraction of the time it used to take—and at a fraction of the cost!"

—HUGH Y. McLEISH, Financial Vice-president
McLellan Stores Company



McLellan Stores speeds sales data, photos to field in fraction of former time, saves $20,000 annually!

XeroX® copying equipment, including a XeroX tone tray for the reproduction of halftones, has been in use five years at the New York headquarters of McLellan Stores Company, a variety chain of 235 stores.

Hugh Y. McLeish, financial vice-president, who advocated the installation of xerography after seeing it in action elsewhere, says of its perfomance at McLellan:

"We send complete information on hundreds of items of merchandise to sales personnel all over the country. We have to do it fast—and we have to include a photograph of every item!

"Sounds like a headache, but—thanks to xerography—it's turned into a lead-pipe cinch. We use a XeroX No. 4 camera for reduction, and the size or style of the material poses no problem at all. We simply copy it onto inexpensive offset paper masters for multiple runoff on duplicators.

"We do the whole job ourselves, and we've eliminated the need for outside processors.

"And here's the payoff: our sales personnel receive complete information and clear-cut pictures in a fraction of the time it used to take—and at a fraction of the cost to us—40% less, to be exact. That represents an annual savings of $20,000.

"Xerography? I'm sold on it."

Xerography can help *you*, too. Write for proof-of-performance folders showing how companies of all kinds and sizes are speed-paperwork and saving thousands of dollars yearly by xerography.

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Branch offices in principal U.S. and Canadian cities

HALOID XEROX®

For More Information Circle No. 207

AUTOMATIC SYSTEMS

Current trends in office automation including data processing.

The Filing Problems of Office Automation

EDMOND W. McNAMARA*

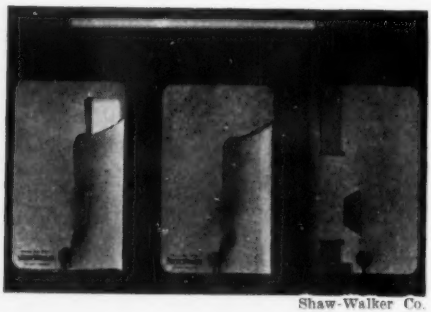
OFFICE AUTOMATION has brought us four types of data carrying vehicles which bear significantly on the filing function. One is the storage component of the computer system such as magnetic cores, drums and disks. Another is the magnetic tape which can be used as input and output media for computers or as auxiliary storage for filed data in a computer system. A third, and perhaps the most predominant and most troublesome, is the punched paper tape which serves as input and output media in the operation of electronic equipment ranging from the automatic typewriter to the medium size electronic computer. And the fourth type is the edge-punched card.

It is obvious that these media are replacing, wholly or partially, many of the hard-copy business forms and the full-body punched card as carriers of business data through the clerical processes. More important, they are substituting for the clerk in activating certain office machines. They are, in varying degree, obviating the need for plug-board programs, and replacing conventional vertical file drawers as they take over the chore of administrative memory for operational management.

In doing these things they affect filing in many ways. They tend to change company policy from decentralized files to centralized files. They change the

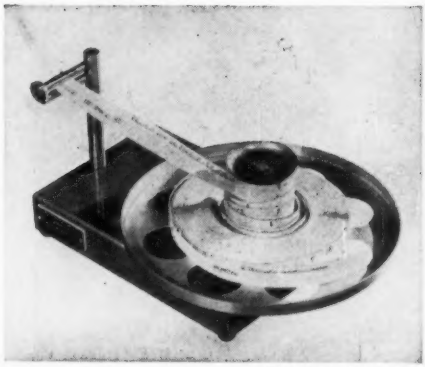
* Edmond W. McNamara is an office management consultant who has specialized in systems and procedures work since 1942. A charter member and past president of the Connecticut Chapter of Systems & Procedures Assn., he conducts courses in automatic data processing.

Punched paper master tapes in file envelopes (below) and in a file drawer (at left).



Shaw-Walker Co.

Remington Rand Div., Sperry Rand Corp.



Whiteford Laboratory

Above: punched tape unwinder or supply reel. At left: mobile magnetic tape file truck.

physical nature of the file. They simplify and speed lookup and reference functions in the use of active files—but only as far as machines are concerned. Individuals are having to change their habits and are left pretty much at the mercy of the machines as regards unscheduled or unprogrammed lookup and reference. Finally, these new media tax the ingenuity of systems engineers in devising ways to handle them without sacrificing the time that was saved in the basic operation. In short, they compel change in the policy, procedure and

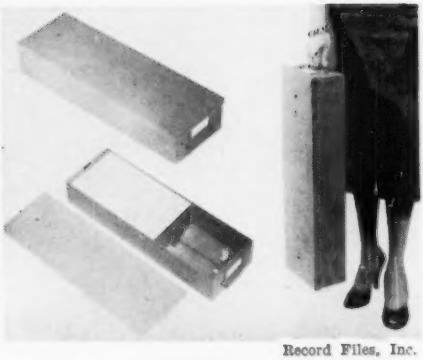
Ray Myers Corp.

Punched cards, wiring panels, tapes, etc., filed in accordance with frequency of use.

Berger Div., Republic Steel Corp.

Another style of punched paper tape file designed to match Teletype equipment.

General Fireproofing Co.



Record Files, Inc.

Rol-Dex Div., Watson Mfg. Co.

Above: file drawer for transporting punched cards. At right: shelf file for storing punched cards in original boxes. At left: some of the many types of punched card files designed for fast finding and filing.

Tab Products Co.

Diebold, Inc.

technique of filing and pose other problems, some not too satisfactorily solved.

Punched paper tape especially presents many new problems. One of the first problems is the storage of such tapes, and their transportation and handling between processing operations.

Files for master tapes must make the tape readily available to the machine operator. Tapes must be easily identifiable. They must be protected against bleeding. Paper tapes are usually impregnated with oil to make them both

An Announcement Of Special Interest

To Users Of Office Collators

Automatically Stacks Here

Automatically Staples Here

12 BIN COLLATOR

COLLATES - *Automatically* STAPLES - STACKS

UP TO 12,000 SHEETS PER HOUR!

8 *Times Faster Than By Hand*

1000 SHEETS

Ave. prod. per hr. collating - stapling-stacking by hand.

8000 SHEETS

Ave. prod. per hr. with Collamatic's Collator - Stapler-Stacker.

2 Times As Fast As All Other Collators

Is your present equipment inadequate and outmoded? If your collator requires hand stapling and hand stacking, Collamatic's new Collator-Stapler-Stacker can process your work in half the time at half the cost.

Since the introduction of the mechanical collator in 1947, the American Office has awaited the development of a collator that would not only collate at higher speeds, but would **staple and stack automatically as well!**

Collamatic's new Collator-Stapler-Stacker does just that . . . . . and at a price the average office can afford.

IT permits collating at speeds up to **12,000 sheets per hour!**

IT staples collated sets **automatically!**

IT stacks collated sets **automatically!**

6 different models, from 8 to 20 bins, handle all office duplicated paper from 5½ x 8½ to 10 x 14. Available with single or double-headed stapler.

If you now collate by hand or if you own a mechanical or electric collator, you will want to know more about the new Collamatic Collator-Stapler-Stacker. Send for your free brochure today.

ELECTRIC COLLAMATIC COLLATOR ®

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COLLAMATIC CORPORATION

WAYNE, NEW JERSEY

MANUFACTURERS ALSO OF INEXPENSIVE OFFICE COLLATING EQUIPMENT.

For More Information Circle No. 258

The Wright Line

Above: tape reel tray. At left: tape storage unit.

tough and flexible and not easily torn. This oil will bleed easily onto other paper or other absorbent materials, especially if compressed in a file. Also important, but often overlooked, the filing method must allow expeditious return to file after use. All of these requirements pose problems which have not been solved to the satisfaction of all users.

To make master tapes readily available to the machine operator, many techniques have been tried with varying degrees of satisfaction. Some companies use envelopes of a size that is easily filed in a standard punched card file drawer. There are many variations of this approach. Other companies use cardboard or plastic tape file trays having sections with enough room for any likely length of master tape. Easily affixed identification labels are attached to each slot. These trays fit many conventional visible record cabinets and desk files. Reynolds Metals Co., using this method, established a vertical file of cross reference 3″ x 5″ cards containing the file number of each master tape. (It is interesting to note that, instead of setting up the reference file *after* creating their master tapes, they first typed the reference file cards and secured the master tapes as a by-product of the typing.) When a customer's order is received, the operator refers to the alphabetical card file which tells her the number of the master tape which is filed in numerical order.

Visirecord, Inc.

Punched cards filed vertically.

Eastman Kodak Co. makes its own grease-proof file envelopes by heat-sealing a piece of folded acetate. The folded tape slides inside the pocket and an identifying label is stuck on the outside. The Bridgeport, Conn., plant of Aluminum Co. of America twists its master tapes into a figure eight and clips them with a lightweight aluminum hairclip.

Manufacturers of filing supplies and equipment have spent much time and money in developing solutions to the problems of filing paper tapes. Some of these files are illustrated.

From the beginning, the matter of winding lengthy tapes has been a nuisance problem. Early in their experience, National Gypsum Co. improvised tape winders out of stripped down pencil sharpeners. Thus they wound the tape and inserted it in a small container of

The Olivetti Audit bookkeeping machine's high speed and automatic features (such as automatic accumulation, automatic detection of old-balance pick-up errors) reduce man-hours of work, cut costs *even for firms having only one bookkeeping employee.* Olivetti Corporation of America, 375 Park Ave., New York 22, N.Y.

olivetti

For More Information Circle No. 210

clear plastic so that the first series of characters on the interpretated tape were visible for identification. This principle has since been commercialized. For large capacity storage of master tapes, such as might be used in a billing operation, large special frames have been developed.

Because of the many problems posed by the use of punched paper master tapes, there is a definite trend away from the tape in favor of edge punched cards which are susceptible to conventional tub filing.

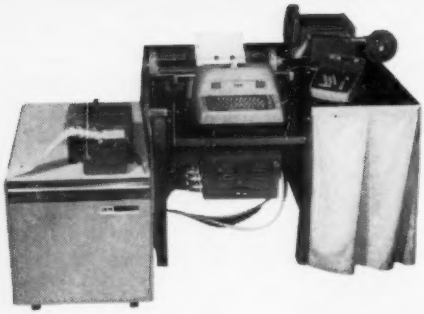
While the master tapes come out of file to perform an operation and then return to file to wait recall, other tapes have to travel with their related documents. For this purpose, Olin Mathieson Chemical Corp. designed a folder with an acetate package attached. The document travels inside the folder and the tape rides in the pocket. Similar folders are now commercially available. To avoid lopsided files, both left and right hand pockets are recommended.

Edge punched cards are the same size as conventional punched cards and are filed in similar fashion, on their side or on end, in tub or pocket files, or in rotary files.

Magnetic tapes, like microfilm, have indeed released file space. One small roll replaces a standard four-drawer file. They have made possible a flexible use of the high speed of electronics, in searching for data in a file. They have supplemented the punched card and drum-type storage to add almost unlimited storage capacity and flexibility to electronic computer systems. Magnetic tape is the heart of some

TAILORED AUTOMATION

Your present machines Do more work . . . *AUTOMATICALLY!*



The SYSTEMATICS I-500, I-700 Intercouplers provide AUTOMATIC card or tape input and generate AUTOMATIC card or tape output, when attached to your IBM 632 Electronic Typing Calculator. The input Intercoupler accepts and distributes data SELECTIVELY to the typewriting and calculating units, thereby replacing manual operation with AUTOMATION! The output Intercoupler AUTOMATICALLY creates punched cards or tape as your 632 types and calculates! Enjoy virtually COMPLETE automation with SYSTEMATICS.

For descriptive literature on these and other Systematics Intercouplers that will automate your existing machines, write today.

Tailored Automation is the registered trademark of Systematics, Inc.

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60 East 42nd St., New York 17, N. Y.

For More Information Circle No. 292

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...so don't sacrifice quality for false economy, buy the best— 3M Photo Offset Plates!

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3M COMPANY

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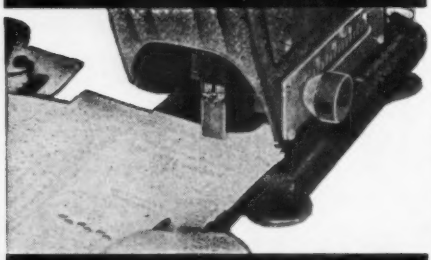
FOR REALLY AUTOMATIC
STAPLING



use Staplex
the proven automatic
Electric Stapler!

★ Where else can you get such immediate, continuous return for so small an investment? Here's a thoroughly proven electric stapler that quickly pays for itself in time and money because it is completely automatic . . . then Staplex goes right on putting savings in your pocket!

★ In over 10 years proven performance in the field Staplex has broken records for every commercial and industrial application including fastening material, bags, paper, records and others. It's the perfect companion piece for use with collators, photo-copiers, duplicators and other office time-savers.

★ Staples instantaneously upon insertion of work . . . perfect split-second stapling every time. No tiresome hand or foot controls . . . both hands free to work with. Portable . . . plugs in anywhere. Reloads in two seconds . . . nothing to lift, turn or pull out. Simple, quick set accurate adjustment up to 4¼" in depth.

IN COLOR! Staplex is now available in Suntan, Mist Green, Dust Blue, Marine Grey, Coraltone (Pink) and Black.

Staplex . . . the fastest . . . easiest . . . savingest way to staple!

THE Staplex COMPANY
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☐ Show me STAPLEX in action!
☐ Send me further information
NAME_____
COMPANY_____
ADDRESS_____

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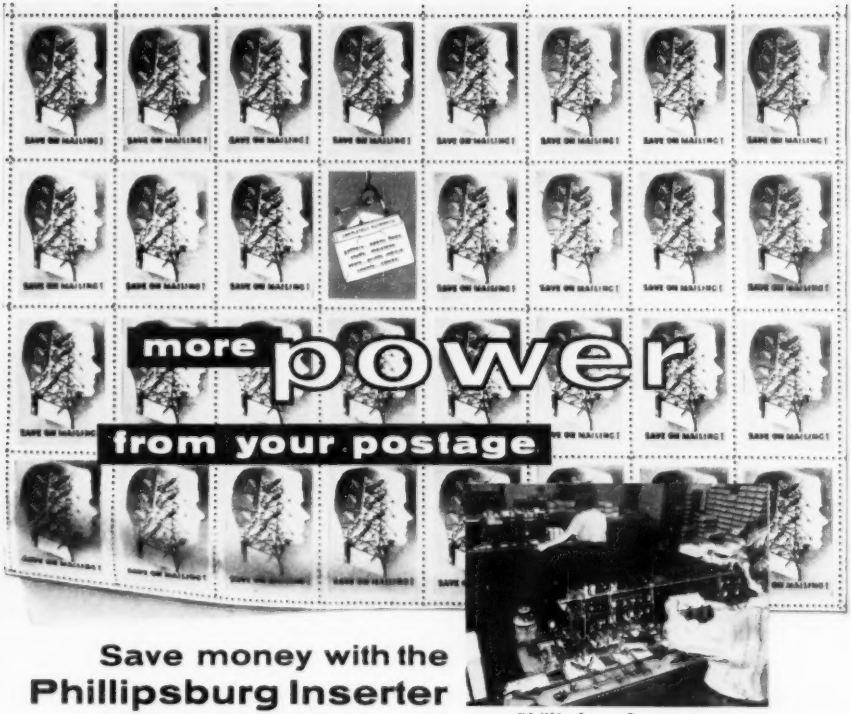
For More Information Circle No. 291

systems, but it has compelled a centralization of filed data and has taken from the individual clerk and supervisor the freedom of "going through the files." No longer can an executive "borrow" a few cards from the files. The operator at the console of the computer system controls the data in the system with an arbitrariness that is frustrating to some old time operating executives. Although it is possible to interrogate an electronic computer system in a matter of seconds, interrupting the processing of data if necessary, you just don't do it on whim. Frequent interruptions are not the rule. Besides, the mystery of the new equipment, and the difficulty of "taking a quick look at the records," can be a serious problem to operating personnel. So, although spots on magnetic tape may be properly called filed data, the tapes are not files in the sense that people have known and used files in the past.

Because the files used in data processing are working files, more so than reference files, up-to-date maintenance is extremely important. Ideally the file should be updated as changes develop. If this is impractical, then it must be done on a cyclical basis. In any event, it is imperative that a master file be updated at least as often as it is utilized in a processing operation. For example, if a master file is used for weekly payroll preparation, updating of the master file must be done at least weekly. Gone are the days when certain records could be kept in the supervisor's drawer, or head. Office automation is changing many habits; it is leading to slaughter many sacred cows. It is affecting the filing function.



Save money with the Phillipsburg Inserter

. . . it mechanizes your mail room

Phillipsburg Inserters at Long Island Lighting Co.

Money-wise mailers are beating rising postage costs by mechanizing mail processing with the Phillipsburg Inserter. They're saving money six ways: only one operator is needed; production is doubled; overtime is eliminated; extra enclosures are inserted at no extra cost; waste is reduced; valuable floor space is saved. For example, firms like the Long Island Lighting Co. continue to increase mail volume—because Phillipsburg Inserters do the job fast, accurately, at low cost!

YOU, too, can save with mechanized mail processing! **SEND COUPON**

FINER PRODUCTS THROUGH **IMAGINATION**

Bell & Howell Phillipsburg

PHILLIPSBURG, NEW JERSEY

Successor to Inserting and Mailing Machine Company

Bell & Howell Phillipsburg Co., Phillipsburg, N. J.

☐ Send brochure, "Wider Horizons with Mechanized Mailing"

☐ Send Case History on _____ *(type of business)*

Name _____

Firm _____

Street _____

City _____ *Zone* _____ *State* _____

OM 12-8

For More Information Circle No. 247

H. J. Haughton, Vice President and Controller, Jones & Laughlin Steel Corp.

"Moore forms help us keep tab on costs"

AUTOMATED SYSTEM GIVES JONES & LAUGHLIN ACCURATE BUDGETING FOR RIGID COST CONTROL

A new costing system helps Jones & Laughlin Steel Corp. pinpoint costs with greater accuracy.

This calls for fast action in collecting costs at their source. Punched cards record all elements of cost — yield, labor charges, maintenance and repairs, services, supplies, etc. An IBM 650 computes the *actual* cost of every product at each production stage.

This costing process is then repeated, but with *budget* data rather than actual. When both actual and budget costs are known, they are printed, together with the variances between the two, on a Commodity Cost Sheet, a Moore continuous form. This is J & L's control in print.

The mountains of production and cost data are handled at electronic speeds, giving all different levels of J & L's management timely and easily understood reports. Planning is speeded, with time for correction if needed. Big decisions tend to be more correct; little ones are routine. Valuable yardsticks measure results in all theaters of costs.

The Moore man helped with the scientific design of the procedures and forms used in the Automated Data Processing (ADP) system. For other examples of system improvement, write on your letterhead to the nearest Moore office.

MOORE BUSINESS FORMS, INC., Niagara Falls, N. Y.; Denton, Tex.; Emeryville, Calif. Over 300 offices and factories throughout U.S., Canada, Mexico, Caribbean, Central America.

MOORE ®

Build control with

MOORE BUSINESS FORMS

For More Information Circle No. 297

RIGHT or WRONG in Employee Relations

A ROUNDUP of day-to-day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals have been changed.

Are Rule Infractions Considered Cumulative?

What Happened:

In a period of six months, Jack Kerr committed three infractions, each of which brought him strong reprimands. The first one was for poor work, the second was for absenteeism, and the third was for spending undue time away from his work place. This convinced the company that he was not the kind of employee they wanted, and Jack was discharged. He felt that the final penalty was too stiff, and argued at an arbitration hearing that:

1. None of the offenses, when taken separately, were serious enough for discharge.

2. Plenty of employees had been reprimanded for similar missteps, but had not been given the "death penalty."

The company agreed that none of the individual violations were serious enough for discharge. But the man's record, taken as a whole, indicated that he was a poor employee. Management does not have to put up with constant violations of rules even though each one may not be serious enough for discharge.

Was the Company:

RIGHT ☐ **WRONG** ☐

WHAT ARBITRATOR CARL A. WARNS, CHAIRMAN, RULED: "The fact that two men may make the same mistake and receive different punishment does not mean that the company is discriminating. It may mean that

one man, by his record, his intelligence and attitude, has convinced the company that he has 'slipped up.' The other man, by his record of prior mistakes, may convince the management that he lacks ability to do the work. The company can consider the man's record as a whole to support its judgment on discipline. In this instance, the company did just that, and I cannot say that Mr. Kerr was discriminated against. The discharge stands."

Can You Deny a Promotion Without a Trial?

What Happened:

When a vacancy came up in the department, a man was hired from the outside. Ed Blue, who had seniority, felt that he was not given proper consideration. He approached his supervisor, who said: "Ed, you know we like to promote from within, but I considered your qualifications and I don't feel you're heavy enough for this job. It requires a lot more background than you have."

"I think I have the background," Ed insisted.

"Okay, let's see if you have," the supervisor replied, and right on the spot he asked Ed a lot of technical questions.

Ed's answers were very confusing. "See, I told you," the supervisor said. "You just don't have the right qualifications."

But Ed still didn't agree. He filed a grievance and the case went to arbitration. The company defended its action on the grounds that Ed's qualifications were considered and found wanting. Ed insisted that he could do the work and that the oral test which was given to him had made him nervous. "Why don't they try me out for a couple of weeks. Then they could find out whether I'm good or not. That's fair enough, isn't it?"

The company insisted that its judgment was correct, and that if they gave Ed a trial and he didn't make good, all that expense would go to waste.

Was the Company:
RIGHT ☐ WRONG ☐

WHAT ARBITRATOR HAROLD T. DWORET RULED: "The oral test given to Ed Blue on the spur of the moment was not a true indication of his ability. Blue had every right to feel that he should be given an opportunity at the job primarily because he was already an employee, and he had the

Our budget nearly went up in smoke

(Until Mary brought in the Osmefan)

Nothing galls our Financial V.P. like the smell of a strong cigar. Recently, while reviewing our budget, I made the mistake of lighting up my favorite Havana. The V.P. took a deep breath, gagged, and our budget and three months work nearly went up in smoke.

But Mary, my wonderful secretary, in her usual efficient manner, quickly brought the problem under control. She slipped into my office with the Airkem Osmefan that we normally use in the file room to get rid of stuffy odors. She plugged it in and in no time at all the room was smelling clean and fresh. The V.P. relaxed and we got our budget.

If cigar or cigarette smoke, mustiness, stuffiness or other office odors are tainting the air around you, it's time you called your Airkem representative. He specializes in making the indoor air pleasant, clean-smelling and easy-to-work in. Countless firms use Airkem in both air conditioned and non-air conditioned areas such as board rooms, offices, file rooms, eating places, sales floors and restrooms. Other Airkem products will help protect your personnel from infectious disease while keeping your business area clean and bright.

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TO-128

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Name_____

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Company_____

Address_____

City_____ Zone_____ State_____

For More Information Circle No. 257

background to be trained for the job. Almost every promoted person must be trained for the job, and only then can a proper determination be made regarding a man's qualifications and aptitude. Nothing in Blue's previous record indicated that he didn't have the qualities. He should be given a trial."

What's Most Important on a Merit Rating Form?

What Happened:

Mrs. H. worked as a sales clerk in the retail outlet of a big manufacturing outfit. Every three months she was rated by her supervisor who marked "good" or "excellent" at all of the rating factors on the merit form—except for one thing. Her sales were constantly below that of other employees. After two talks with her supervisor, she was finally let out. She grieved, and told the arbitrator: "According to the record, I have an excellent 'personality,' I have 'tact', my lateness and absentee record is 'above average' and I am 'cooperative.' I don't sell as much as the other girls because I don't use high pressure methods on customers. But I'm well liked, and that certainly is an asset to a business."

The company agreed that Mrs. H. had many fine attributes, but the test of a sales person is *sales* and not personality. She should get a job where her good points are more important than her shortcomings.

Was the Company:

RIGHT ☐ **WRONG** ☐

WHAT ARBITRATOR J. H. HOFFMAN RULED: "Ironically, the very nature of Mrs. H.'s qualities rendered her unsuited for the position she held. Accordingly, she was not unjustly discharged."

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this easy way...

BIND YOUR OWN LITERATURE
FAST AND EASY with
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SO EASY, SO SMART, SO QUICK! *Two simple operations* complete a PLASTICO BINDING *in minutes!* Precision machines guarantee professional results. And these *easy-to-operate* machines cost so little they soon pay for themselves — save you money from then on in. A few copies or thousands . . . catalogs, brochures, manuals, financial reports, price lists and many other items are all easily bound for a long life of handsome service.

A FEW PROFITABLE TERRITORIES OPEN for live-wire distributors:

Punching and Binding Machine sales create continuous repeat-profits on plastic binding elements. Write on your business letterhead for full details.

P.S. We also manufacture power equipment

Exclusive "ARCH Design"

For More Information Circle No. 264

PLASTIC BINDING CORPORATION
Originators of Plastic Binding in America
732 Sherman St. Chicago 5, Ill.
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PLASTIC BINDING CORPORATION
Dept. O 732 Sherman St., Chicago, 5 Illinois

Please rush FREE MANUAL giving me full information about the new PLASTICO Hand-Operated Punching and Binding Units.

Name _____ Title _____
Firm _____
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IS YOUR MESSAGE "DRESSED" FOR THE JOB...

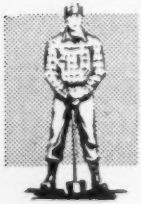
A GOOD PAPER REFLECTS THE CHARACTER AND STANDING OF A BUSINESS

How well your message is received is strongly influenced by the quality of the paper it is written on. Fuzzy type impressions caused by excess surface lint, show-through because of poor opacity, and offset due to slow ink absorption can destroy the effectiveness of the best written copy.

Triad Mimeo papers* are made especially to satisfy the most discriminating buyers of paper—and do it economically. It has excellent appearance and good strength. It is lint free, eliminates clogged stencils and fuzzy type impressions. It is unusually opaque even in the lighter weights and takes up ink fast enough to avoid offset. It is available in a wide range of pleasing colors.

Next time ask your distributor for TRIAD MIMEO. Or, if you like, write us for samples. Name the colors and weights desired and direct your request to Dept. O

*Watermarked, No. 1 grade—Sulphite



Groveton Papers Co.

GROVETON, NEW HAMPSHIRE

Specializing in fine papers for office machines

For More Information Circle No. 219

The new

Comptometer® Commander

"Makes Dictation Easy as Talking to an Old Friend"

All controls are in the palm of your hand... with UNIMATIC REMOTE CONTROL MICROPHONE

- Dictate
- Listen
- Unlimited Review
- Erase unwanted words
- Mark end of letter... electronically
- Use same machine for dictation, transcription
- Lifetime belt—never wears out

Try it FREE in your office

Through electronic magic the portable Comptometer COMMANDER puts perfect letters on your desk in half the time, because it automatically erases unwanted words and phrases as you redictate your message. You hand your secretary perfect dictation every time. Yet, dictation is as easy as talking to an old friend because ALL controls are in the palm of your hand.

The same machine serves as a transcriber...it's as easy to transcribe as to listen, because, with perfect dictation, there's no need for time-wasting, error-breeding pre-editing.

Best of all, the Comptometer COMMANDER actually pays for itself over and over. The mailable Lifetime guaranteed Erase-O-Matic belt wipes clean, electronically, in a second, ready for re-use thousands of times. No recurring cost for belts, discs, or cylinders.

Learn how easy dictation can be—how anyone can turn out a far greater volume of perfect letters easier, faster! Want proof? Mail the coupon!

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NEW Customatic COMPTOMETER — World's fastest way to figure . . . now faster than ever. Try it FREE on your own work. Mail coupon.

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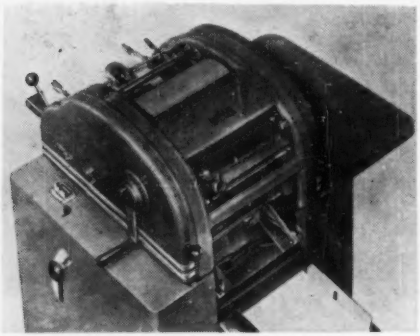
For More Information Circle No. 249

New Products

LITHO DUPLICATOR

Copy-Craft, Inc., 105 Chambers St., New York 7, N. Y., announces the Ormig Lithoset, a compact, easy-to-operate office printer which prints directly from plate to paper without rubber blankets.



Up to 50,000 copies of lithography can be produced direct from photo plates, and up to 20,000 copies from direct typing plates. The Ormig Lithoset is fully automatic. One knob controls flow of ink, and fountain solution never needs adjustment. The machine can be pre-set for quantity needed, and automatically stops when the desired quantity is produced. The Lithoset also shuts off automatically when the paper supply is exhausted. Operator may stop and start machine as office time dictates. When restarted after an interval, the first copy has the same quality as the last one previously run. Its one-lever operation control makes the Lithoset easy to learn to operate by regular office personnel. It is not necessary to have a skilled operator. Machine is quiet and rugged, designed with simple, clean lines. It is designed not for offset, but for direct lithography. The printing plate is brought into direct contact with the paper. There are only two cylinders: one for the plate, the other to press the paper against it. There is no blanket to wash when changing a plate. **For More Information Circle No. 108.**

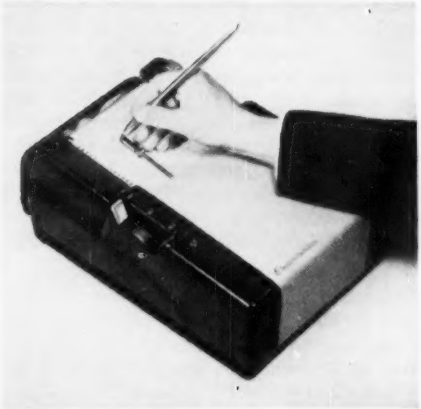
UNITIZED MICROFILM PRINTER

Haloid Xerox, Inc., 58-233X Haloid St., Rochester 3, N. Y., announces the Xerox Copyflo 24 continuous printer which takes 35mm. microfilmed engineering drawings (A to D sizes) individually mounted in the die-cut apertures of punched cards, and enlarges them up to 24″ wide on a continuous roll of paper

at the rate of 20 linear feet minute. The inexpensive, dry black-and-white enlarged prints are of good quality, photographically accurate, and may be discarded after use instead of being refiled. This allows taking full advantage of the savings offered by unitized microfilm. Finished prints may be also made on paper offset master stock **For More Information Circle No. 145.**

HANDWRITING TRANSMITTER

Electrowriter Div., Comptometer Corp., 1724 N. Paulina St., Chicago 22, Ill., announces the Electrowriter machine which transmits handwriting as it is being written. Used like an ordinary pen and pad of paper, it produces instantaneous local and remote facsimiles of the message.



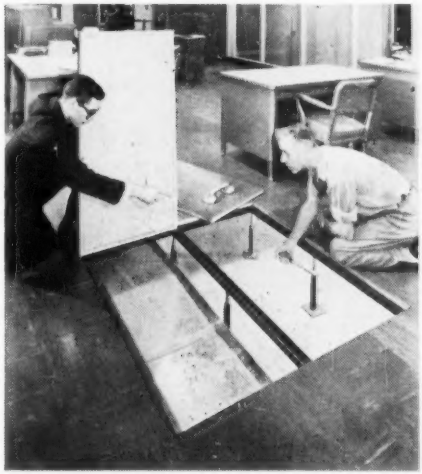
No training or skill is required. Self-contained units range from the size of a desk calendar to that of a small adding machine. There are no auxiliary boxes. The Electrowriter can operate over any single standard telephone circuit of reasonable quality, regardless of distance. Appropriate radio circuits are equally suitable. Any number of Electrowriters can be connected with each other; all are compatible. Transistors are used throughout and power consumption is negligible. No separate wiring installations are needed. Printed forms or plain paper are available for use with the machine. **For More Information Circle No. 140.**

OFFSET ROLLER COVERS

Addressograph - Multigraph Corp., 1200 Babbitt Road, Cleveland 17, Ohio, announces Multilith Spiral Molleton Covers for Repelex Form and Ductor Rollers on Multigraph Multilith Offset Duplicator Models 1250, 1260, 1275 and 1278. The covers are made from adhesive - backed A-M quality Molleton Cloth which preserves moisture reservoir properties for efficient dampening. Precision cut to exact length, they provide a custom fit and will not stretch in use. To apply them, it is necessary only to wind the spiral cover around the form or ductor roller. The adhesive backing holds the Molleton cover firmly and securely in place for continuous, trouble-free operation. The spiral covers are more economical. They require less time to install, and eliminate the time and expense of sewing. There are no sewn seams to pick up dirt and ink, so they stay clean longer. No extra or special rollers are required. Rollers may be recovered on-the-spot, without special tools or devices, in less time. **For More Information Circle No. 107.**

ELECTRONIC COMPUTER FLOOR

Bel Air Industries, Inc., 8125 Pulaski Highway, Baltimore 6, Md., has designed the Bel Air Raised Panel Floor for electronic computer rooms. Adjustable screw jacks rest on the prime floor and support



a steel grid, on which is placed precision-built honeycomb - structured panels, surfaced with vinyl or other standard flooring tile. The space underneath this floor can act as a plenum for air conditioning ducts, and provides 360° flexibility for the placement of cables. Each 2 x 4 ft. modular

panel can be raised or removed for easy access to underfloor components. The entire structure may be removed and used elsewhere, if desired. **For More Information Circle No. 152.**

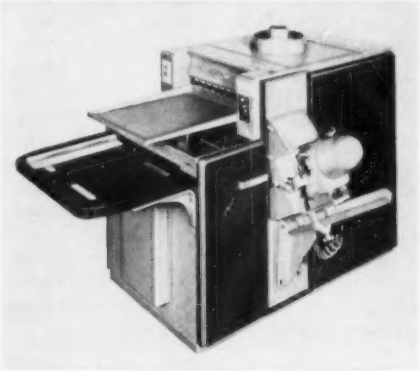
PUNCHED CARD READING ELECTRIC TYPEWRITER

Friden, Inc., San Leandro, Calif., announces a Tab Card Reader which can be interchanged with IDP Systems Flexowriter tape or edge-card readers to produce documents automatically at 100 words per minute. Designed for reading the Hollerith codes commonly used in 80 column punched cards, the Tab Card

Reader allows the same control codes to be read out of tab cards as are now emitted from a coded 8-channel tape or edge-card. All alphabetic and numeric codes normally punched in a tab card will produce corresponding operation in the Flexowriter. This includes customer, item and price information such as used in sales orders, invoices, purchase orders and data required in most document writing. When used in conjunction with an auxiliary tape reader, functional control codes can be punched in a program tape so that only a switch code is required in the tab card. Applying a Synchro-Duplex Reader, another Friden unit for selective program control, no special codes are needed that are not ordinarily used in tab cards. It is possible to read tab cards on Flexowriters with the Synchro-Duplex auxiliary feature with complete programming coming from the Synchro-Duplex. Friden also makes a standardized Flexowriter equipped with tab card reader. The standard edge-punched card-punched tape reader is replaced by a reading unit for 80-column tabulating cards and reads normal decimal punched card codes. This allows using all, or selected information, directly from tabulating cards and facilitates sorting-searching in selecting cards for automatic writing of heading and item or product information in order-invoice preparation and other applications. Punching of information into tab cards is a simpler function than the preparation of edge-punched cards. **For More Information Circle No. 104.**

MICROFILM ENLARGER-PRINTER

Charles Bruning Co., Mount Prospect, Ill., makes the Bruning Copytron Model 1000 Enlarger-Printer for enlarging and reproducing 35 mm. microfilmed records. The machine enlarges the microfilm 14 to 16 times and prints black-on-white enlargements on standard size sheets ranging from 8½" x 11" to 18" x 24". Enlarging

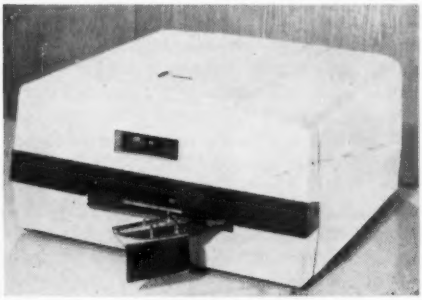


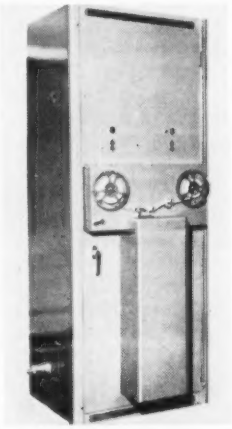
and printing are done continuously, and about four finished prints are delivered per minute. Enlargements are as permanent as a printed page, and can be written on, drawn and typed on. The machine will accommodate reel, strip or card-mounted microfilm and it has a magnifying scanner which permits operator to view microfilm image before print is

made. By producing enlargements for just a few cents per print, the Copytron, enables firms to take advantage of the efficiency and convenience of a microfilm filing system for drawings and records, and still make working-size positive reproductions quickly and economically The Copytron machine works on an electrostatic printing principle, using low-cos' paper capable of holding an electrostatic charge. In a continuous, automatic operation, paper is charged, exposed and dry-developed with a charged powder which forms a positive, black-line enlargemen on the paper. The machine fuses the image on the paper and makes it as permanent as an impression of printer's ink. Copytron enlargements can serve as short-run masters for use on an offset duplicator Up to 50 offset reproductions can be made directly from a single Copytron enlargement. Bruning plans to develop a Copytron sensitized paper which can be used as a long-run offset master. The Copytron Model 1000 Enlarger - Printer stands 43" high and occupies 53" by 32" of floorspace. **For More Information Circle No. 103.**

MERCHANDISE CONTROL SYSTEM

Minnesota Mining & Mfg. Co., Dept. S8-323, 900 Bush Ave., St. Paul 6, Minn., announces a merchandise control system which eliminates errors and loss of sales tags, and permits quicker, more complete running inventories. Jordan Marsh Co., Boston, reports a higher degree of unit control accuracy, faster movement of goods and fewer delays because of error than ever before in the store's history as a result of using the system which is made and sold jointly by Minnesota Mining & Mfg. Co. and Automatic Records, Inc., Natick, Mass. The low cost portable equipment is suitable for use at point of sale. The 3M Merchandise Data Recorder operates on the Thermo - Fax all - electric copying principle, producing exact impressions of punched tags on special paper tape. It can be moved easily among rack areas to record merchandise or left in centrally located offices or stock areas.





Tickets need not be removed from goods for copying. The Merchandise Data Converter, made by Automatic Records, Inc., automatically transmits the information from the printed tape to any standard punching machine which produces punched cards or feeds the information directly into a computer. From here on, the system is identical to other integrated data processing operations. Punched cards are sorted and tabulated to produce comprehensive reports of merchandise movement or inventory at any desired time. Buyers can receive daily records of merchandise flow, including a complete tally of transfers, credits and inventories. They need not maintain individual inventories since a complete running inventory is kept in the store's unit control center. The Recorder reproduces the perforated pattern of sales tags on Thermo-Fax Data Trans-

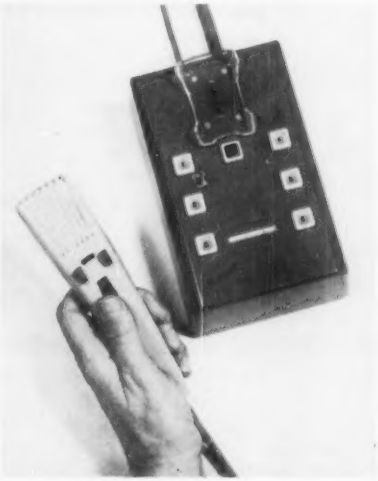
mittal Tape. As many as eight garment tags can be copied per minute. Loss of tags between point of sale and control areas is eliminated since the tape, with a complete record of each garment, is transferred instead of individual tags. Manual recording of goods sent back and forth between main stores and branches is eliminated. Special transfer tags or slips are unnecessary, and retagging of returned merchandise is reduced. The 3M Recorder weighs 43 lbs., measures 15" x 15" x 9", operates on standard 115-volt current, and sells for $500 in quantities of 100 or more, $600 for 25 to 99, and $700 for one to 24 units. There is no installation charge. Tape is ⅝" wide, costs $1.18 per roll in quantities, is easily removed after any number of impressions and will take 600 tags on a roll. Automatic counter shows how many tags have been recorded. The Merchandise Data Converter reads 15 tape impressions per minute when wired to a key punch, or up to 100 per minute when connected to a summary punch. Errors created by torn, mutilated or improperly punched tags are detected automatically. The unit checks each piece of information a minimum of 50 times and a maximum of 150 times before transmitting it to the card punch. If there is an error, a red light flashes and unit stops, allowing operator to make manual correction and resume transmission. The Converter measures 27" x 30" x 60", weighs 200 lbs., sells for $13,500 or may be rented. One converter can handle the volume of 50 recorders. Rental of equipment and utilization of service centers will reduce the cost for stores not having data processing operations. **For More Information Circle No. 143.**

PLATEMAKER'S TAPE

Roll-O-Graphic Corp., 133 Prince St., New York 12, N. Y., announces a new development in red offset lithographer's tape, Rolcor Transtape, which prevents the accidental covering of essential copy during stripping. Rolcor Transtape is opaque when plates are burned in, but is as easy to see through as clear tape. It will not bleed, smear or ooze and has no curl, static or shrinkage. It cuts easily and can be reapplied without tearing goldenrod surface; extra thin, .0028", in standard widths. For a free sample to test it yourself, **Circle No. 172.**

CENTRAL DICTATION SYSTEMS

Pacific Instruments Corp., Dept. I-58, 7046 Hollywood Blvd., Los Angeles 28, Calif., makes Stenocord central dictating systems in all sizes from single stations to as many as required.



It combines a perfect playback facility of individual machines with a number of other operating advantages. The indicator scale on the base of the unit allows the person dictating to always see his position on the magnetic belt, even though the actual belt is in the transcribing area. A complete lock-out system, designed for smooth and efficient operation, provides the dictator with full security and privacy while dictating. Easily accessible controls on the Stenocord microphone save the dictator from fumbling during dictation. Other advantages include unlimited backspacing without sacrificing lock-out control; multiple dictation, with two recorders simultaneously providing duplicate

belts; moderated conference recording; after-hours dictation; intercom, through the microphone, between dictator and secretary or transcribing supervisor. **For More Information Circle No. 136.**

TELETYPEWRITER

TelAutograph Corp., 8700 Bellanca Ave., Los Angeles 45, Calif., are sole North American distributors of the portable Olivetti-TelAutograph Teletypewriter. The size and weight of an electric typewriter, it shows no indication of sensitivity to bumping and jarring. Adapted for

the American market by Olivetti, the machine features two-color printing, automatic answering and querying, automatic start-stop, end of line lock, re-perforating, and a variety of keyboards including standard typewriter keyboard. It is designed for wire communications and integrated data processing systems. The equipment punches or reads five-channel perforated tape. This teletypewriter has been used extensively throughout Europe and by NATO for its overseas operations. **For More Information Circle No. 142.**

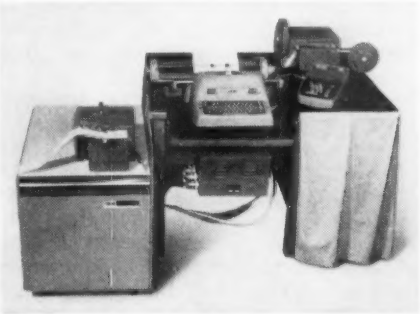
SELF-SEALING ENVELOPES

Tension Envelope Corp., Suite 505A, 831 East 19th St., Kansas City 8, Mo., makes Touch 'n Seal Envelopes which are reported to save 20% in mailing time because the envelopes seal without moistening and securely hold bulky contents without reinforcing flaps with adhesive tape. Also more can be put into a single envelope, which saves time, materials and postage. Touch 'n Seal Envelopes have

a latex gum on seal and back of envelope which welds immediately when pressed together. Made in many sizes with open ends and open sides, and with First Class mail borders so that mail will not be held up with sealed Third Class mail. For free samples, **Circle No. 144.**

632 INPUT-OUTPUT

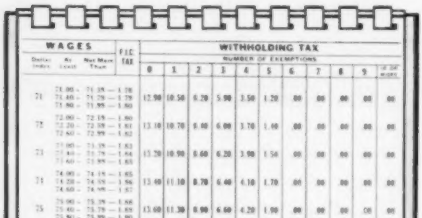
Systematics, Inc., 60 East 42nd St., New York 17, N. Y., makes Systematics Intercouplers for use with the IBM 632 Electronic Typing Calculator. The input Intercoupler eliminates manual operations



by selectively feeding data on punched cards or punched tape to the typewriting and calculating units of the 632. The output intercoupler automatically creates punched cards or punched tape while the 632 types and calculates. This provides virtually complete automation for users of the IBM 632. **For More Information Circle No. 158.**

PAYROLL DEDUCTION CHARTS

Delbridge Calculating Systems, Inc., Dept. 15, 2502 Sutton Ave., St. Louis 17, Mo., have revised their Social Security & Withholding Tax Charts to comply with the increased social security tax rate of 2½%, effective Jan. 1. In addition to featuring the new social security deductions



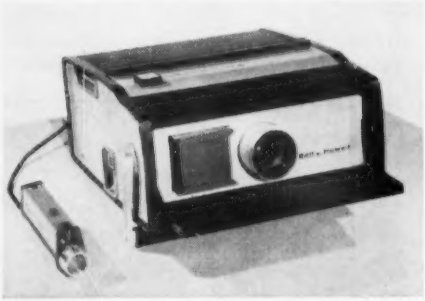
WAGES				FIC TAX	WITHHOLDING TAX										
					NUMBER OF EXEMPTIONS										
Daily Index	At Least	But More Than			0	1	2	3	4	5	6	7	8	9	10 OR MORE
71	71.00 – 71.19		— 1.78		12.90	10.50	8.20	5.90	3.50	1.20	.00	.00	.00	.00	.00
	71.40 – 71.59		— 1.79												
	71.60 – 71.99		— 1.80												
72	72.00 – 72.19		— 1.80		13.10	10.70	8.40	6.00	3.70	1.40	.00	.00	.00	.00	.00
	72.20 – 72.39		— 1.81												
	72.40 – 72.99		— 1.82												
73	73.00 – 73.19		— 1.83		13.20	10.90	8.60	6.20	3.90	1.50	.00	.00	.00	.00	.00
	73.40 – 73.79		— 1.84												
	73.80 – 73.99		— 1.85												
74	74.00 – 74.19		— 1.85		13.40	11.10	8.70	6.40	4.10	1.70	.00	.00	.00	.00	.00
	74.20 – 74.39		— 1.86												
	74.40 – 74.99		— 1.87												
75	75.00 – 75.19		— 1.88		13.60	11.30	8.90	6.60	4.20	1.90	.00	.00	.00	.00	.00
	75.40 – 75.59		— 1.89												
	75.60 – 75.99		— 1.90												
					0	1	2	3	4	5	6	7	8	9	10 OR MORE
76	76.00 – 76.19		— 1.90		13.80	11.40	9.10	6.80	4.40	2.10	.00	.00	.00	.00	.00
	76.20 – 76.39		— 1.91												
	76.40 – 76.99		— 1.92												
77	77.00 – 77.19		— 1.93		14.00	11.60	9.30	6.90	4.60	2.30	.00	.00	.00	.00	.00
	77.20 – 77.39		— 1.94												
	77.40 – 77.99		— 1.95												
78	78.00 – 78.19		— 1.95		14.10	11.80	9.50	7.10	4.80	2.40	.10	.00	.00	.00	.00
	78.20 – 78.39		— 1.96												
	78.40 – 78.99		— 1.97												
79	79.00 – 79.19		— 1.98		14.30	12.00	9.60	7.30	5.00	2.60	.30	.00	.00	.00	.00
	79.20 – 79.79		— 1.99												
	79.80 – 79.99		— 2.00												
80	80.00 – 80.19		— 2.00		14.50	12.20	9.80	7.50	5.10	2.80	.50	.00	.00	.00	.00
	80.20 – 80.39		— 2.01												
	80.40 – 80.99		— 2.02												
					0	1	2	3	4	5	6	7	8	9	10 OR MORE

71.00 - 90.00 | 91.00 - 110.00

that must be made from employees' earnings, charts also show the required withholding taxes. Wages and tax amounts are arranged on one line for easy, horizontal reading across th page. Charts are specially bound, printed in red and black, and tab-indexed for quick, easy reference. Four editions cover all payroll periods: weekly, $1 to $550; bi-weekly, $1 to $1050; semi-monthly, $1 to $1050; monthly, $1 to $1300. Daily wage table ($1 to $30) is included with each chart. Charts are available on a free ten-day trial offer. **For More Information Circle No. 105.**

PORTABLE SLIDE PROJECTORS

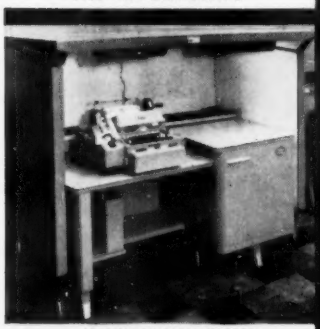
Bell & Howell, 7100 McCormick Road, Chicago 45, Ill., announces four models in its Explorer line of automatic slide projectors which require no removal of a cover or case before projection. Units are 9" x 11" x 14", weigh 16½ lbs. The Micro-Mount slide holder mechanically prevents slide from going out of focus even if held on the screen for extremely



long periods. Completely automatic reverse as well as advance of 40 slides from the hand-held remote control unit is standard equipment. Filmovara zoom lens adjusts the size of the picture to the screen without moving projector. The zoom lens is standard equipment on one model, optional on other three. Illuminated pointer built into the remote control unit operates by push-button and focuses to desired size. As easy to carry as a portable typewriter or radio, Explorer projectors have a carrying bar that swings under machine to become front tilt support. Models are styled in rich Morocco-grained black vinyl and two-tone fawn and brown wrinkle finish with bright trim. All have a built-in slide editor, permitting slides to be rearranged even during slide show while tray is in projector. Hot air exhaust is expelled at the side away from the projectionist. Slides cannot spill out of tray, are dustproof and sealed against damage to the basic cardboard mounts. Deluxe projectors automatically move tray to first slide in the tray, passing up empty slide compartments in both forward and reverse. No light is thrown on the screen as slide moves forward or backward until a slide

MODEL EF-2770 used with **Burrough's Typing Sensimatic**
(Courtesy of Board of Education; Olean, New York)

MODEL EF-2445-G used with **GRAPHOTYPE**



MODEL EF-3659-SPECIAL used with **COMPUTYPER "C"**
(Courtesy of Ball Brothers Co., Inc., Muncie, Indiana)

INCREASE WORKING EFFICIENCY

FOR ALL PERSONNEL DISTURBED

BY OFFICE MACHINE NOISE

MODEL EF-3159 used with **FLEXOWRITERS**
(Courtesy of U.S. Signal Corps, Supply Agency, Phila., Pa.)

Regardless of whether or not your office has acoustical ceilings, personnel will be annoyed by noises from Flexowriters, Computypers, Graphotypes or Burroughs Typing Sensimatics. Gates ACOUSTINETS kill noise at its source in a manner that no other acoustical material can accomplish. Each unit is lined with a "pillow-soft" acoustical material called QUIETEX. Built-in fluorescent lighting is furnished as standard equipment. Casters permit easy movability.

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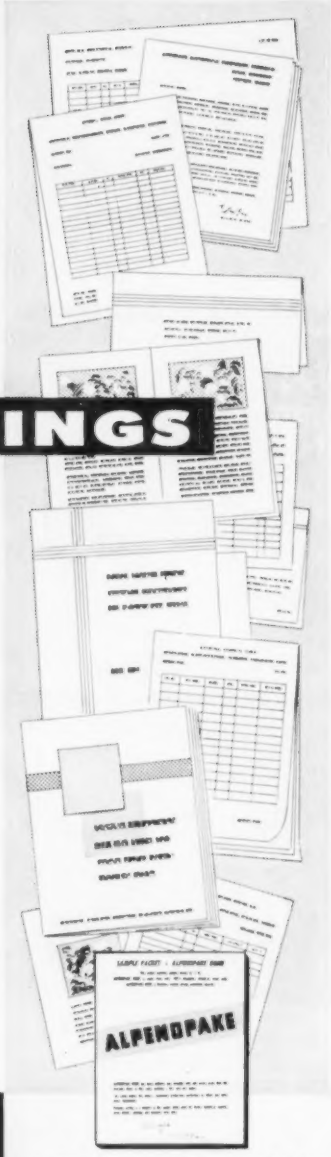

There is no end to the variety of uses for which ALPENOPAKE is *just right*. Titanium treated for maximum opacity . . . and tub sized to insure smooth, uniform offset or letterpress printing . . . ALPENOPAKE meets every requirement where an opaque lightweight paper is intended to be used. It is recommended for direct mail, catalogs, price books, broadsides, office and factory forms, air mail correspondence and many advertising uses.

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• Samples will be supplied upon request.

For More Information Circle No. 227

moves into position for showing. Models with 300-watt illumination retail at $79.95 and $99.95. Deluxe 500-watt models have built-in timer, cycling from eight seconds to a minute. Remote control automatically overrides and restores timing cycle at any point during showing. These units retail at $149.95 and $179.95. **For More Information Circle No. 129.**

ADDING MACHINE

Lagomarsino F.A.I., Viale Umbria 36, Milan, Italy, makes the Totalia Multix 8641 ten-key printing adding machine with 12/13 capacity, credit balance, speed of 170 cycles a minute, and electric keyboard clearance. A series of small keys, 0 to 9, at the left of the keyboard provide for rapid multiplication. Multiplication factors and relative signs print

on three lines: positive terms and totals in black, negative terms and totals in red. During operation, when multiplication key has been depressed, all others lock. Should the capacity be exceeded by oversight, multiplication keys lock automatically. Resulting product is accurately limited to the digits entered. The Totalia Multix 8641 is equipped with a decimal point setting device, grouped cipher keys (0,00,000), and non-add key on the keyboard. **For More Information Circle No. 116.**

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Lucky you, if you're using an electric machine or any other, for typing distinctive, beautiful impressions through carbon paper ribbons!

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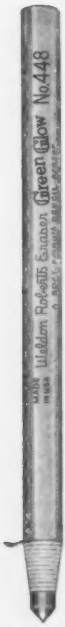
Removes surface carbon to prevent smearing. Soft green rubber encased in spiral paper wrapping with pull-string for easy repointing.

2 NO. 3650 GRAYPOINT ►

Removes the final image. Wood-cased eraser with quality gray rubber core. Easily repointed in any pencil sharpener or with a knife. Hexagonal; won't roll off your desk. With whisk for brushing away eraser crumbs.

The Graypoint Erasers are also superb for erasing impressions typed through fabric ribbons.



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World's Foremost Eraser Specialists

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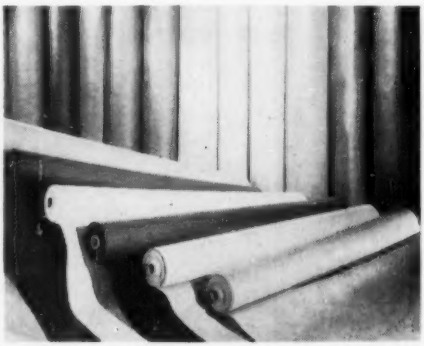
UPHOLSTERY FABRICS

Landers Corp., Toledo 1, Ohio, is a pioneer manufacturer of vinyl resin plastic upholstery fabrics for furniture subjected to the daily wear-and-tear of employees and visitors. Versilan vinyl fabrics are waterproof and a damp, soapy sponge is the only maintenance required



They are stain and scuff resistant, and so rubbed that they are being used as luggage and auto-interior fabrics. Vinyl fabrics can be obtained in a variety of weights and degrees of flexibility. Because of striking new designs and original patterns, they have become a favorite furniture, wall and ceiling covering among architects and decorators. They are particularly adaptable to reception offices, conference rooms and executive suites as well as in smaller offices where durability is paramount. **For More Information Circle No. 127.**

OFFSET CLEAN-UP ROLLER

Rapid Roller Co., Federal & 26th St., Chicago 16, Ill., makes the Mercury Kleen-Up roller which combines all the properties and functions of Mercury Blue Streak rollers with the functions of a leather roller. Hickies are solved with the Kleen-Up and it can be used with all offset inks, all types of stock and on sheet-fed or web-fed presses. These rollers are cleaned like an ordinary form roller without removal from the press. Cleaning is part of regular mechanical wash-up. There is no need for the tedious hand-

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Record systems using mechanized Super-Filers reduce fact-finding and filing time by half. What's more, Super-Filer saves valuable floor space because its exclusive swing front gives you 18% more payload per drawer than rigid front files.

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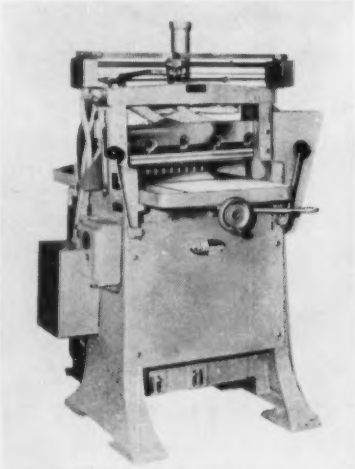
For More Information Circle No. 246

scrubbing required for leather rollers. To renew the surface, the Kleen-Up Roller can be reground. **For More Information Circle No. 171.**

SPACING PAPER CUTTER

Challenge Machinery Co., Grand Haven, Mich., makes a fast, semi-automatic power paper cutter with automatic spacing back gauge, specifically designed for check imprinting systems for banks where checks are imprinted in sheets and then cut apart for individual depositors. It also has advantages for other printing or duplicating operations where forms or labels are printed several-up on a sheet. On test runs as much as a 50% saving in cutting time has been experienced. The automatic spacer operates from a punched tape which is pre-punched to the desired setting. Any desired spacing can be punched on the tape. After operator cuts the paper in the usual manner, back gauge automatically moves paper forward to the next cutting position. When not operated for automatic spacing, the paper cutter can be used in the usual manner. The automatic spacer and power back gauge are currently available only on Challenge



Model 193 Power Paper Cutters with 19" cutting knife. **For More Information Circle No. 130.**

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Mail coupon . . . or ask your own stationer or office equipment dealer to make arrangements for a free demonstration.

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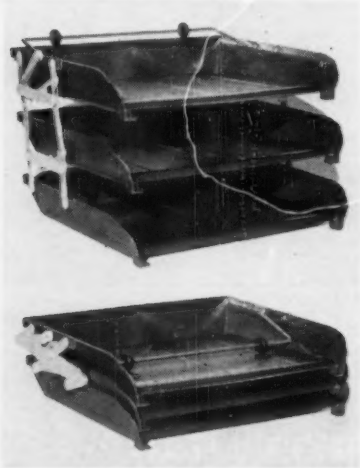
For More Information Circle No. 214

FOLDING DESK TRAYS

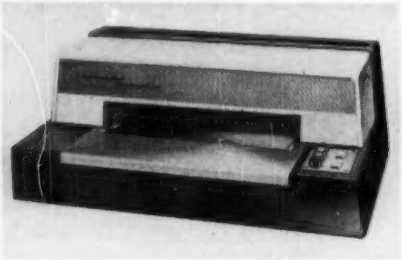
Hutton Business Service, Box 66, Highland, Calif., makes Add-O-Mount folding



desk trays in sets of two, three, four and five trays. Trays fold to less than half their extended height. Top tray has a paper hold-down bar and trays can be folded with papers in them for privacy or security at night. Made of sturdy plastic in pleasing colors. **For More Information Circle No. 155.**

DOCUMENT LAMINATOR

Eichner Organisation, Unterlindau 21-29, Frankfurt-Main, Western Germany, is marketing its Thermofilm machine, which



in a few seconds will enclose papers and documents of any description in a clear, transparent plastic. When such papers are

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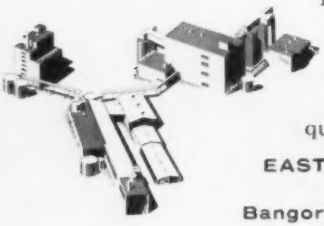

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BALLPEN DESK SET

Sengbusch Self-Closing Inkstand Co., 1211 Sengbusch Bldg., Milwaukee 3, Wis., makes the Dart Ball Point pen which is scientifically designed to assure correct

weight and balance. It gives a feeling of free-flowing motion that eliminates writing fatigue. Because of its design, the pen will not roll when laid down. The flat ceramic base, which matches the pen in both design and color, is simple and functional. The pen rests in a socket of satin aluminum that nestles snugly in the base. At present, the Sengbusch Dart is available in two colors: jet black and light tan. **For More Information Circle No. 128.**

CONTINUOUS FORMS ASSEMBLY

Assembly Products Corp., Box 133, Flushing, Mich., has developed machinery for making continuous strip forms out of carbon-interleaved unit sets. The assembled continuous forms feed easily on any typewriter. Short carbons or short sheets can be included in the sets. This firm can make continuous forms out of unit sets produced by a user's regular

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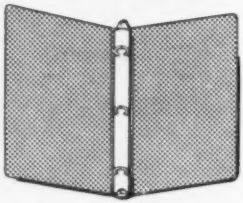

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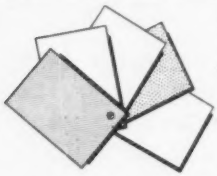

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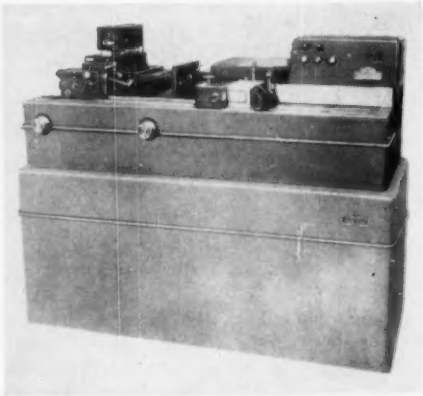
For More Information Circle No. 308

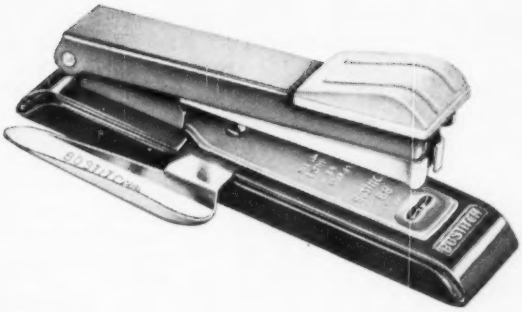
forms printer. They will also make the machinery available to forms printers. **For More Information Circle No. 141.**

TYPE COMPOSING METHOD

Vari-Typer Corp., 720 Frelinghuysen Ave., Newark 12, N. J., announces that savings of up to 50% in the cost of printing can be realized by a system which has been tested three years by the Navy in a wide variety of publications. Each line of copy is typed on a tabulating card by a Line Composing Machine which can use over 100 different type faces. Cards may be key punched for sorting, sequencing, addition of non-printing information, and storage or retrieval of information.



Cards are kept in conventional card files, maintained up-to-date with corrections, additions and deletions; and often used as the primary record. Thus source documents become reproducible copy for offset reproductions. Cards may be run through sorting or accounting machines to select and arrange them in the sequence required for the publication. This allows printing several publications from the same set of cards. In one Navy application, 12 different publications were produced from the same cards by sorting on the basis of key punched non-printing data. An automatic counting machine and color coded cards provide spacing for format design and illustrations in the page layout. One man can do the work of as



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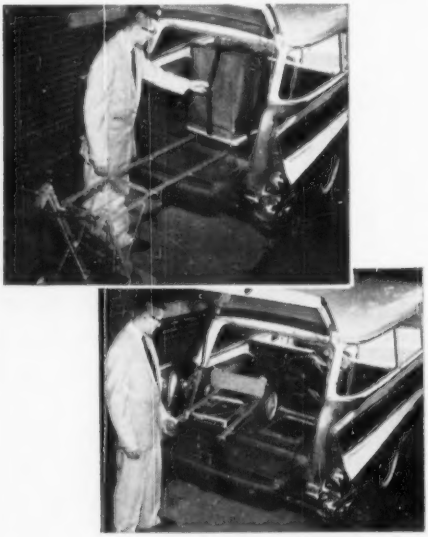
For More Information Circle No. 319

many as 100 page layout designers and strippers using normal offset preparation techniques. The counted cards are placed in the Foto-List camera which automatically photographs each line, a card at a time, at the rate of 7200 per hour. The camera produces negatives in galley form ready for platemaking for any printing process. Little or no negative opaquing is required. In one cataloging application involving about 22,000 pages annually, the Navy expects to save printing costs of nearly $1 million each year. **For More Information Circle No. 118.**

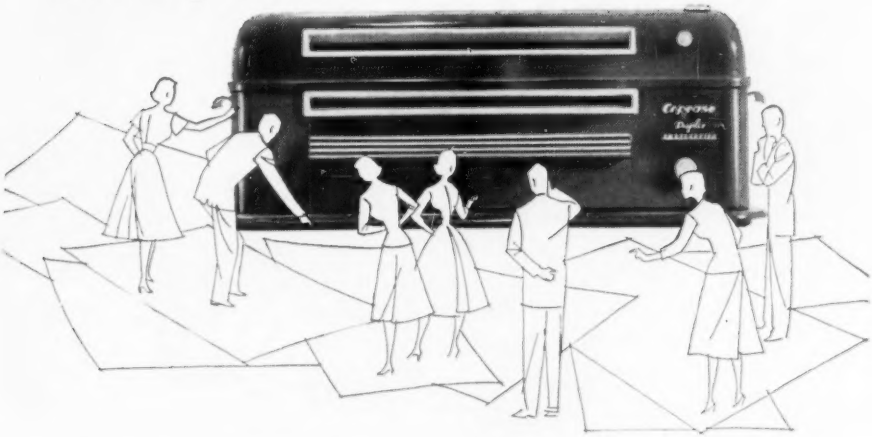
MACHINE CART & CARRIER

Gruber Products Co., 2223 Albion St., Toledo 6, Ohio, announces the Wheelit folding steel cart and Loadezer for transporting heavy office machines. The Loadezer has small wheels which ride on a folding track mounted in a station wagon.



Heavy machines are easily loaded from the Wheelit cart onto the Loadezer platform which locks securely for traveling. The folded cart takes up little space. Loadezer tracks are easily installed with four bolts. The section extending beyond the rear door is adjustable in height and

The Copease dare:



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That's our challenge. Compare COPEASE with any other copying machine. See for yourself that COPEASE—and only COPEASE—will copy everything and copy it perfectly. Whatever the job, COPEASE will copy it. And it will do it for less. Here's why:

- **COPEASE SAVES PAPER.** *Ninety-five percent of all office copying is done at one dial setting.*
- **COPEASE MAKES TWO COPIES FROM EVERY NEGATIVE.**
- **COPEASE COPIES SAVE TIME.** *No proof-reading is necessary.*
- **COPEASE IS EASY TO OPERATE.**
- **COPEASE PHOTOCOPY MACHINES** *are built to last.*
- **COPEASE COPIES EVERYTHING FROM ANY ORIGINAL.**

Allow us to prove it on the spot. We'll personally demonstrate that COPEASE COPIES EVERYTHING.

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Chicago, 228 N. LaSalle St. STate 1-1383

Los Angeles, 3671 W. Sixth St., DUnkirk 5-2881

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COPEASE CORPORATION
425 Park Avenue, New York 22, N. Y.

Gentlemen: I would like to have a 3-day FREE TRIAL of Copease in our own office—without obligation . . . . . ☐
Please send me a FREE copy of "THE TRUTH ABOUT COPYING MACHINES". . . . ☐

NAME.....POSITION.....

ADDRESS.....

CITY.....ZONE....STATE.....

For More Information Circle No. 263

A Baltimore Business Forms

systems IDEA

PROBLEM: *High volume of factory orders, each requiring 9 different forms*

SOLUTION: *Baltimore Business Forms' Continuous Handytab Forms, plus imagination*

Here's a case where the creative thinking of Baltimore's trained forms designers turned a headache into a simple operation. Factory paperwork called for the writing of 9 different forms to cover each order . . . and there were a lot of orders.

A combination set of Baltimore's Handytab Continuous Forms, fed into the typewriter as a unit solved the problem. One typing completed all nine forms and up to 500 orders could be handled without reloading. If your operation handles a high volume of orders, perhaps this system, or a modification, is for you. A Baltimore Business Forms trained forms designer can quickly analyze your problem and suggest the most practical forms for you.

Call your Baltimore Business Forms representative. No obligation, of course. He's listed in the Yellow Pages under "Business Forms" or "Sales Books." If you prefer, write direct for free samples and recommendations. Address: THE BALTIMORE BUSINESS FORMS COMPANY, 3136 Frederick Ave., Baltimore 29, Md.

For More Information Circle No. 226

gradually slopes into the station wagon for effortless loading and unloading. The Wheelit cart can go anywhere: down stairs, over curbs and in elevators. Machine remains on cart during demonstration by salesman who makes more calls when he doesn't have to lift machines. **For More Information Circle No. 173.**

TIME RECORDERS

Lathem Time Recorder Co., 76 3rd St., N.W., Atlanta 8, Ga., makes the Series 4000 with clock faces doubled in size for greater visibility. An unbreakable curved crystal protects the face and hands. The face is flush with the case so that the time may be easily read from either side. Steel case housing is finished in gray wrinkle,

clock hands are red and all other trim is chromium plated. These recorders print along the edge of a form and both payroll and job time cards may be used on the same machine. Choice of registrations includes standard or continental hours, with day of week or month and date, with minutes, tenths or hundredths of an hour. There is also a choice of automatic or push plate registration. Other features of the 4000 Series include an automatic ribbon shift and reverse mechanism with two-color ribbon, phospher bronze en-

ESTEY SHELF FILES

For Every Filing Need there is an Estey Shelf File!

DESIGNED FOR FILING

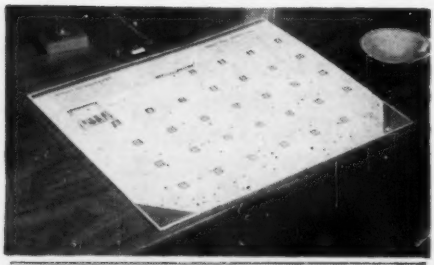
"Estey" means construction and design to file your records in half the floor space, faster, more easily and at less cost. Your records are more accessible, more easily located (and re-filed). Your existing filing system fits instantly into Estey Shelf Files!

Write for Brochure #575

ESTEY
CORPORATION
350 Broadway, New York 13, N.Y.

For More Information Circle No. 325

Your desk top personal secretary



DOUBLE-DUTY DESK CALENDAR PADS

...for EVERY desk in every office

Here's an indispensable help for busy people who can profit by a permanent, visual record of daily transactions, appointments, expenses and personal business notes.

It's the new, 12-month, full-size desk calendar pad, made in convenient size (17½" x 22½"), attractively designed and produced. Twenty-four pages to a pad (one duplicate for each month hidden from view to insure privacy) are printed in soft brown to match the luxurious-looking leatherette binding and corners.

Desk calendar pads are available at your stationer for just $3.50 each—or you can order them direct by using the coupon below. For quantity orders, for use in your own offices or as business gifts, we recommend imprinting your pads with your own message. Details and prices on request.

AVAILABLE FROM YOUR STATIONERY DEALER, OR:

DOOLITTLE & CO., INC.
320 N. Dearborn St., Chicago 10, Ill.

Please send me ..... Desk Calendar Pads for myself and my staff. Enclosed payment of $... ....

Signed .....

Company .....

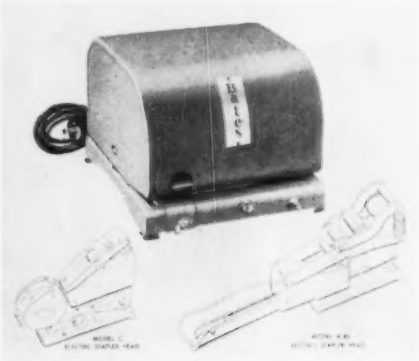
City & State .....

For More Information Circle No. 318

graved type wheels with lifetime guarantee, unit construction and complete rust-proofing by the Parkerizing process. Machines operate from a standard electrical outlet, on a desk or on the wall. No price increases are planned. **For More Information Circle No. 123.**

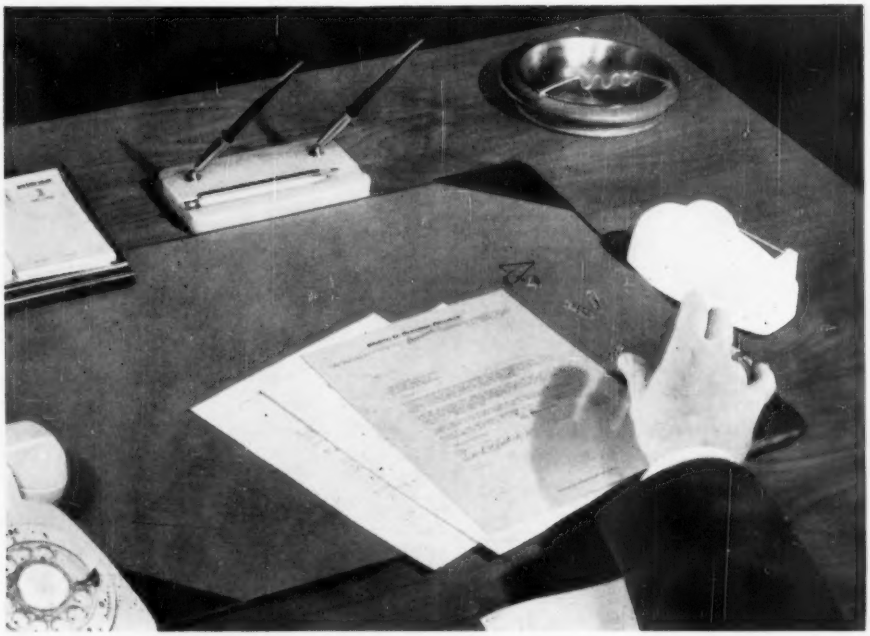
ELECTRIC STAPLER

Bates Mfg. Co., Orange, N. J., makes the C-H 30 Electric Stapler which can fasten 100 sheets of paper as easily as it can staple two sheets. It will do practically any type of stapling, using two interchangeable stapling heads. For everyday jobs, the Bates Model C head produces its own staples from a roll of brass wire which has a capacity of 5000 staples.



The H-30 stapling head uses pre-formed, high carbon, chisel pointed staples capable of fastening up to 100 sheets. This heavy duty stapling head takes three different size staples: ¼", ⅜" and ½". The two stapling heads can be easily and quickly interchanged. The C-H 30 Electric Stapler provides easy, quiet performance. The motor, approved by Underwriters' Laboratories, insures a trouble-free operation that eliminates jamming. When motor is on, machine is actuated only when papers are inserted under the stapling head and touched lightly against the trigger. The unit may be equipped with a foot operated switch. **For More Information Circle No. 133.**

What's missing from this desk?



CLUE # 1: It's the greatest all-around time and worksaver in any office.

CLUE # 2: It's the only office item that's gone down 40% in price in the last three years!

CLUE # 3: It mends, protects, holds and seals at a touch.

SOLUTION: It's "SCOTCH" BRAND Cellophane Tape, handy for hundreds of office uses, handier still in its handsome, modern desk dispenser. Non-skid, non-marring base and heavy weight let you pull off tape with one hand. Color-matched with new office furnishings. Stop tape-hunting in your office now — get a "SCOTCH" BRAND Tape Dispenser for every desk! In Gray and new Surf Green colors. Only $1.98, plus tape at regular low price, at your favorite supplier's.

"SCOTCH" IS A REGISTERED TRADEMARK FOR THE PRESSURE-SENSITIVE ADHESIVE TAPES OF 3M CO., ST. PAUL 6, MINN. EXPORT: 99 PARK AVE., NEW YORK 16. CANADA: LONDON, ONTARIO.

MINNESOTA MINING AND MANUFACTURING COMPANY

. . . WHERE RESEARCH IS THE KEY TO TOMORROW

3M COMPANY

For More Information Circle No. 198

ATLAS
VERTICAL FILING
SYSTEMS

- FAST
- EFFICIENT
- ECONOMICAL
- SAFE

FOR
NEGATIVES • OFFSET PLATES
STENCILS • SKETCHES • ARTWORK
MASTERS • X-RAYS

ATLAS CABINETS

Complete line of models for negatives, plates, stencils, etc. up to 21" wide. Capacities up to 1,400 pieces. Wide range of sizes up to 26" wide, 52" high, 28" deep.

ATLAS HANGERS

Over 20 types and sizes, a complete patented line. Lug, spring-clip and envelope types to fit every need.

At Quality Equipment Dealers Everywhere—Specialized Model at Addressograph-Multigraph Agencies

Write for Complete Catalog

ATLAS STENCIL FILES CORP.
16716 Westfield Ave. • Cleveland 10, Ohio

For More Information Circle No. 309

MASSAGING CHAIR

Harter Corp., Sturgis, Mich., makes the No. 65-VP executive posture chair equipped with an electro-massage unit which enables the user to receive a massage in his office. A five-speed control permits the user to select the degree of

massage action he prefers. The action is transmitted through the extra-deep foam rubber cushions in the chair's seat, back and arms. The chair is fully adjustable to the physical requirements of the user. It is constructed of heavy gauge steel and available in a variety of upholsteries and enamel finishes. **For More Information Circle No. 109.**

POSTCARD INK SUPPLY

Print-O-Matic Co., 724 W. Washington Blvd., Chicago 6, Ill., announces their Plasti-Pakt Ink for postcard stencil duplicators. This eliminates guesswork and miscalculation in inking. The pre-measured supply produces 750 sharp, clean copies. There's no wasteful overinking and no leftover supply to clutter shelves. The plastic pouch is easily opened. Quick, clean inking is simple. A light squeezing empties the pouch thoroughly. Smudge-free, fast-drying action has been proved in thousands of test-runs. Plasti-Pakt Ink is formulated particularly for Print-O-

Hammermill's complete line of papers for printing, duplicating and office use

Now from Hammermill—comes a new *idea* that makes it easy for you to buy, store and use the right paper for your printing and duplicating equipment. It's Hammermill Graphicopy Papers.

This new line includes 181 items in 19 grades of Hammermill Papers—individually numbered for easy ordering. And they come in new easy-to-open and easy-to-use cartons. Very soon, now, you can order all your office papers from a single source.

Ask your Hammermill supplier about accurately cut 8½ x 11 and 8½ x 14 Graphicopy Papers and the new handy "Paper Selection Guide" wall chart. Or write: Hammermill Paper Co., 1463 East Lake Road, Erie, Pennsylvania.

Hammermill Graphicopy Papers Include: Hammermill Bond • Cockletone Bond • Management Bond • Whippet Bond • Hammermill Mimeo-Bond • Whippet Mimeograph • Hammermill Duplicator • Whippet Duplicator • Hammermill Double Purpose Master Paper • Hammermill Offset Wove • Hammermill Offset Vellum • Hammermill Offset Super-Smooth • Glossette Coated Offset • Deeplake Offset • Hammermill Opaque • Hammermill Cover • Hammermill Index • Hammermill Translucent • Hammermill Braille

For More Information Circle No. 272

NEW! **Able-Stik**
FILE FOLDER LABELS
Stick Without Moistening!

No fuss—no muss, when you label the Able-Stik pressure-sensitive way. Just peel 'n press—they go on at the touch of a finger. Color coded—blue, green, red, yellow. Important—you can peel 'em off the folders so that folders can be reused. Use them also to stick to file cabinets, parts bins, shelf edges, desk trays, etc. Label size ½" x 3½". 10 to a fanfolded strip. Insert strip and type. Have guide spots for typing. No machine adjustments necessary. Order trial quantity today!

TRIAL OFFER!
500 LABELS
only **$2.00** postpaid
Cash with order only.
Satisfaction guaranteed or your money refunded.
Order today!

Available only from
Allen Hollander Co., Inc.
385 Gerard Avenue, New York 51, N.Y.
Manufacturers of gummed labels and seals

For More Information Circle No. 299

TYBLO: THE TYPE BAR LETTER OPENER

Modern in Design
Handsomely Finished
It's FAST
It's SAFE
It's EASY to use

- Simply insert end of letter in slot to positive stop. Press type bar with Right or Left Hand.
- No Damaged Letters—No Painful hand injuries.
- Standard colors—Black—Green—Grey—Brown with decorative Chrome or Brass trim.
- The SECRETETTE model is fitted with 2 Ball Point Pens and Holders in matching color.
- Designed especially to meet the needs of the small business and professional office. Practical home accessory.

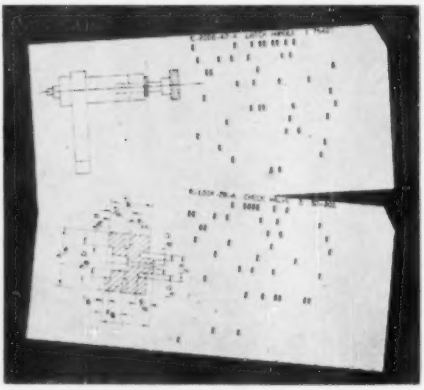
The New Canaan Engineering Co.
Larkin Street Springdale, Conn.

For More Information Circle No. 300

Matic's A-2G Card Size Duplicator for short-run economies. **For More Information Circle No. 156.**

SENSITIZED TAB CARDS

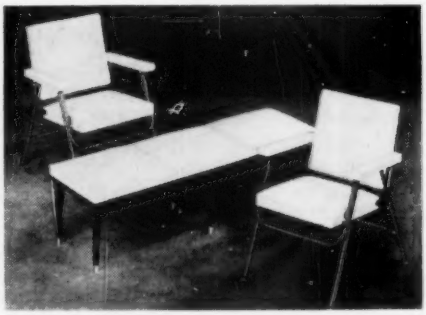
Ozalid Div., Dept. Z-12, General Aniline & Film Corp., 24 Corliss Lane, Johnson City, N. Y., announces sensitized standard size (3¼" x 7⅜") tabulating cards for combining pictorial material



with coded and punched data. These diazo coated cards may be used in production control systems, pictorial language presentations, inventory procedures, personnel records or wherever visual items are required in a tabulating card system. **For More Information Circle No. 111.**

FOLDING CHAIR & HASSOCK

Interstate Metal Products Co., 666 Lake Shore Drive, Chicago 11, Ill., makes the Maso colorful upholstered fold away chair



It's New! It's Here! **The All-Automatic✓ PLUS DIEHL Duplex Rotary Calculator**

Featuring (Model DSR—Electric).

Full Keyboard With Setting Register Storage Register
Direct Addition & Subtraction With or Without Automatic✓ Keyboard Clearance
Automatic✓ Short-Cut Multiplication Through Live Multiplier Keys
Automatic✓ Transfer From Product Register to Keyboard
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Electric Carriage Shift to Right or Left Automatic✓ Carriage Return
Electric Dials Clearance Individual Setting Knobs
Automatic✓ **Positive** or **Negative** Division with Automatic✓ Lineup of Dividend and Divisor

PLAN NOW for a demonstration of **The Newest Advance in Rotary-Type Desk Calculators** before replacing your present equipment!

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For More Information Circle No. 200

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postpaid

R-Kive® FILES

For Either Legal or Letter Size Filing

— keep office girls happy because they're so light and easy to handle . . . short and small enough for office girls to comfortably lift from a shelf. Weigh less than 30 lbs. fully loaded, yet hold 15 inches of letter size files front to back or 12 inches of legal size files.
—keep records neat and in quick reference condition for easy finding and filing. Sturdy corrugated fibre-board construction with index strip on two sides, flip top lid and handy "tote" openings.
—keep record storage costs way down . . . put your records in order today . . . the R-Kive File way!

BANKERS BOX CO.

Dept. O-12

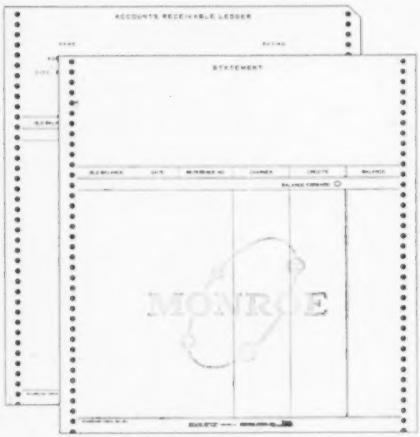
2607 North 25th Avenue • Franklin Park, Ill.

For More Information Circle No. 301

and matching upholstered bench hassock which seats three persons. These units fulfill requirements for seating in reception rooms, conferences, permanent office seating and for lounges. Chair's seat and backrest are plastic foam over No-sag springs, covered with Boltaflex, and armrests have matching Boltaflex. Legs and frame are tubular steel construction, finished in metallic bronze with self-level glides. A safety lock maintains the chair securely when in use but can be flipped open for folding. The bench hassock cushions are plastic foam over No-sag springs covered with leathergrain Boltaflex. Frame of strong steel fabrication is finished in metallic bronze and stands on six rounded, fruitwood finished legs tapered into brass ferrules. Both chair and hassock come in green, orange, tan or white. For descriptive folder, **Circle No. 150.**

ACCOUNTING MACHINE FORMS

Business Forms, Inc., West Hartford, Conn., designs and manufactures forms for the Monroe Automatic Line Finder.



These forms require a precisely placed and spaced row of holes on each side. Because the entire operation of punching is completely automatic, completely uniform workability of the forms is guaranteed. Designed for the Monroe Presi-

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the Quick, Easy Way to Reproduce Lists for Directories, Catalogs, Indexes, Etc.

JUST TYPE-PHOTOGRAPH-REPRODUCE

Save time and expense of typesetting; your typewriter is your compositor. Each line typed on individual card. Revisions quickly made, listings added or deleted, page arrangements changed and illustrations or headings added.

Always available for instant reference or use, easily kept up to date in your office and under your control, conveniently and compactly filed.

Reproductions can be made any proportionate size and printed by offset, planograph or other methods of commercial or office reproduction.

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District Offices and Representatives in Principal Cities

ACME VISIBLE RECORDS, INC., Crozet, Virginia

☐ Send us more information and literature on Photo Panels.

☐ We are interested in Acme Visible equipment for _____ records.
KIND OF RECORD

☐ Have representative call. Date _____
Time _____

Q-1258

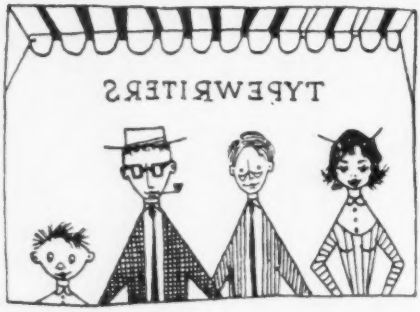
Company _____

Attention _____

Address _____

City _____ Zone ____ State _____

For More Information Circle No. 244



Olympia

NO MATTER WHO...

needs a fine typewriter, OLYMPIA is the answer. Whether it is a machine for heavy duty office use, or a smart portable for the professional man or student, OLYMPIA offers you the best typewriter on the market.

See your dealer, the man with the "know-how" about typewriters. Let him advise you and you can't go wrong.

REMEMBER . . . OLYMPIA writes best of all — Because it's built best of all.

OLYMPIA DIVISION

INTER-CONTINENTAL TRADING CORP.

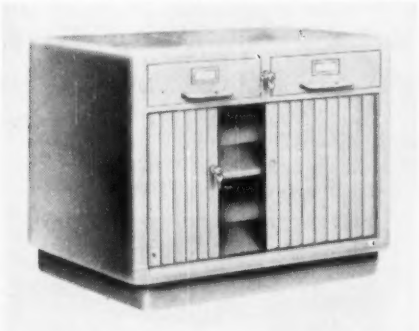
90 WEST STREET NEW YORK 6, N. Y.

For More Information Circle No. 302

dent line of accounting machines, the Automatic Line Finder speeds the overall posting procedure because it instantly automatically aligns one or two to the correct posting lines, assures horizontal alignment, and automatically ejects forms after posting. It also eliminates the need for attached carbons between forms and carbon overlays on the journels, thus reducing forms cost. Tests indicate time savings of up to 50% in typical posting operations. The Automatic Line Finder has application to such procedures as accounts receivable, accounts payable, general ledger and payroll. **For More Information Circle No. 125.**

STORAGE & CARD CABINET

Cole Steel Equipment Co., 415 Madison Ave., New York 17, N. Y., makes the No. 3210 storage and card file cabinet, one of Cole's Imperial units with soft, gently rounded contours, golden hardware and recessed base. These features make the Imperial units "at-home" in the executive suite. This cabinet has two box drawers for 3" x 5" or 4" x 6" cards.



Sliding tambour doors roll out of sight to reveal adjustable shelves which provide a generous storage area. All compartments are protected by a safety lock with key. This Imperial cabinet is desk-high, (30½" wide and 17" deep) to coordinate with Cole's modular sections. Ideal as a base for duplicating and photocopying machines. Priced at $78. Available in mist green, Cole gray or desert sand. **For More Information Circle No. 101.**

SMART COPY CATS

find the line . . . everytime with Flick a Line

only $6.50

Franklin Table Co.
116 N. 4th Street
Louisville 2, Ky.

For More Information Circle No. 370

WAKE UP YOUR AUDIENCE

...with a lightweight, portable Arlington 5-Way Presentation Easel.

ARLINGTON ALUMINUM CO.
19007 W. DAVISON • DETROIT 23, MICHIGAN

Please send me complete easel information.

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COMPANY _____
ADDRESS _____
CITY AND STATE _____

For More Information Circle No. 305

STEVENSON & SMITH, INC.

LEADING MANUFACTURERS

OF

Intricate, Accurate, Economical

SPECIALTY

Multi-Part Business Forms

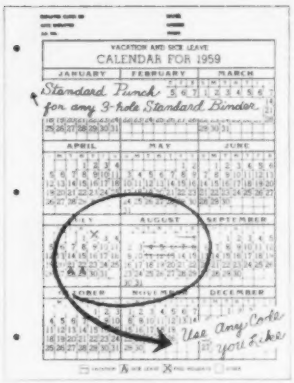
Stevenson & Smith, leading business forms manufacturers and business systems creators, are represented, coast to coast, by outstanding Business Forms dealers and systems analysts.

Write for name of your nearest representative.

STEVENSON & SMITH, INC.
Lackawanna Place
BLOOMFIELD, NEW JERSEY

For More Information Circle No. 315

VACATION AND SICK LEAVE CONTROL SHEETS



These control sheets give an accurate, readily accessible, and economical record of employee's annual vacation, sick leave, paid holidays, and other records requiring tabulation by calendar days. Over 250,000 sold this year.

1959 Vacation and Sick Leave Calendar Sheets

25 sheets	$2.00	300 sheets	$12.00
50 sheets	$3.00	400 sheets	$14.00
100 sheets	$5.00	500 sheets	$15.00
200 sheets	$9.00		

Additional sheets over and above 500 .....1½c each

Minimum order 25 sheets—F.O.B. Columbia, Missouri

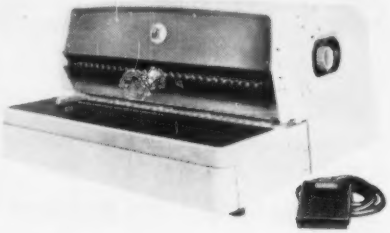
Postage Prepaid if check or money order accompanies order.

AMERICAN PRESS, 200A So. 7th, Columbia, Mo.

For More Information Circle No. 316

BINDING PUNCH

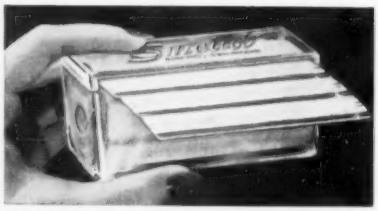
General Binding Corp., 1101 Skokie Highway, Northbrook, Ill., announces the General Model 216 electronic high speed punching machine for plastic or metal loose-leaf binding. It features silent power and ease of operation, occupies less than 2½ ft. of space and can be used on any



desk or table top. The simplicity of operation guarantees highest operational efficiency even for the inexperienced operator. A pilot light signals that the machine is on and ready to offer maximum power for high production. Designed by Gene Reinecke, the General's handsome contour and color combination will fit the decor of any office. **For More Information Circle No. 146.**

FILE FOLDER LABELS

Smead Mfg. Co., Hastings, Minn., makes self-adhesive file folder labels in rolls. Merchandised for sales appeal in an attractive, reusable clear plastic box. Smead



emphasizes the neatness and ease of self-adhesive application in roll form in addition to the reusable plastic dispenser. The labels are available in eight colors with 250 labels on a roll, perforated for easy separation. **For More Information Circle No. 182.**

At Grumman Aircraft Engineering Corp., Bethpage, N. Y., 50 Verifax Copiers speed communications.

Don't let 10-minute walks cancel what you save by modern copying

Putting a new Verifax Bantam Copier in every department ends secretarial travel time—saves up to 24¢ every time copies are made.

These savings, alone, can pay for each department's Bantam Copier in a month or two. No one need take more than a few steps to copy letters, orders, reports—what have you. (5 clean copies made in 1 minute for just 2½¢ each.) Call your Verifax dealer for demonstration. (Check "Yellow Pages" under duplicating or photocopying machines.)

Price shown is manufacturer's suggested price and is subject to change without notice.

Verifax Copying

DOES MORE . . . COSTS LESS . . . MISSES NOTHING

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Eastman Kodak Company, *Business Photo Methods Division*, 343 State St., Rochester 4, N. Y.

Gentlemen: Please send new booklet describing Bantam and other Verifax Copiers. Also names of nearby dealers.

213-12

Name_____ Position_____

Company_____

Street_____

City_____ State_____

Kodak
TRADE MARK

For More Information Circle No. 245

TRU-SITE®

NON-GLARE GLASS TOPS

Now!

Work All Day Long Without Annoying Eye-Strain!

IT'S ALMOST INVISIBLE GLASS WITHOUT GLARE...

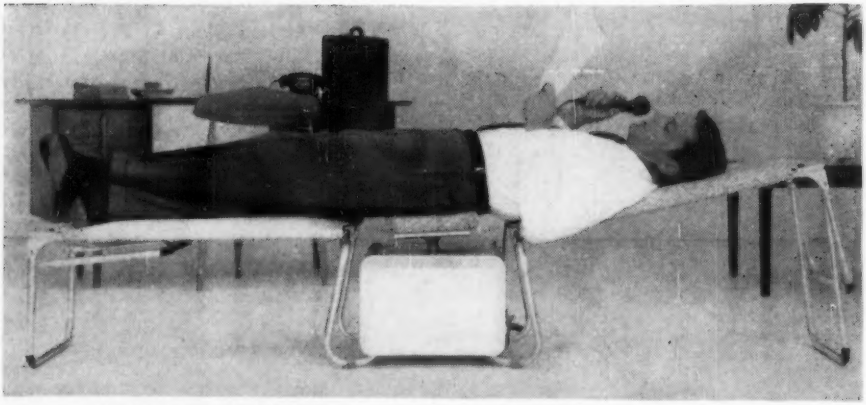
Eye-strain, eye-strain headache . . . that's what you get when you sit behind a desk with an annoying, light-reflecting glass top. But what a restful change Tru-Site makes! Tru-Site *non-glare glass top ends* eye-strain as it stops annoying light reflection . . . protects the top of your desk with an almost invisible glass. See the wonderful difference Tru-Site makes on YOUR desk.

Write today for a visual Tru-Site demonstration without cost or obligation.

DEARBORN GLASS COMPANY

6600 SOUTH HARLEM AVENUE, BEDFORD PARK, P. O. ARGO, ILLINOIS

For More Information Circle No. 224



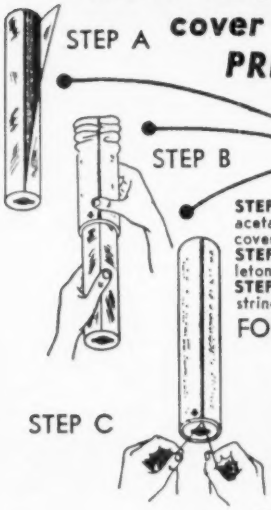
OFFICE EXERCISER

Stauffer Reducing, Inc., 1919 Vineburn Ave., Los Angeles 32, Calif., offers the Office Gym, a motorized couch. When the executive lies down on the unit and flips a switch, the moving center section of the couch exercises his body while he relaxes. In addition to providing essential exercise without fatigue, it eases the muscular and nervous tensions normally built up during a business day. It also helps eliminate unsightly flabbiness in a program based on effortless exercise and reduced calorie intake. The Office Gym weighs 32 lbs. and folds up for easy storage.

For More Information Circle No. 137.

MULTILITH OPERATORS Up to 50%

NOW YOU CAN CUT COSTS



cover your own dampening rolls with PRESEWN TRI-MOL molleton covers

IN 5 to 10 MINUTES ANYONE IN YOUR OFFICE can put on their own dampening roll TRI-MOL Molleton covers. It's as easy as A-B-C (see illustrated steps at left). Send in your order today or write for more information.

STEP A — Wrap acetate (sent with cover) around roller
STEP B—Slide TRI-MOL Molleton cover (as shown) onto roller.
STEP C — Tie ends and cut excess string THAT'S ALL THERE IS TO DO!

FOR ALL MULTILITH & DAVIDSON PRESSES

For further information, write:

ROLL-O-GRAPHIC CORP.
133 Prince St., New York, N. Y.

DEALERS AND DISTRIBUTORS INQUIRIES INVITED

For More Information Circle No. 312

CUT

MAIL ROOM OPERATING COSTS

Automate your label pasting with

King GLUERS

Makes mailing and shipping faster, cleaner, cheaper.

SAVE with lower cost, ungummed mailing labels—and get better appearance, neater mailings.

Use in other places, too—for any labeling chore.

TRUE PORTABILITY
POSITIVE CONTROL • EASIEST CLEANING
LOW COST • PAYS FOR ITSELF

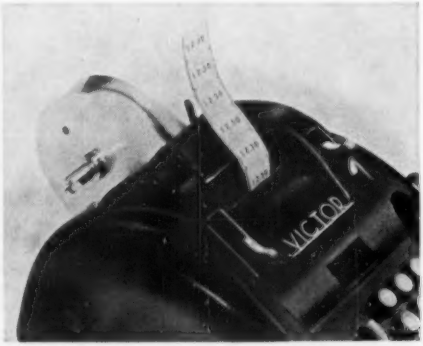
Ask for details. See your King dealer.

King Sales and Engineering Co.
441 Folsom Street, San Francisco 5

For More Information Circle No. 324

ADDING & PRICING MACHINE

Victor Adding Machine Co., Dept. O-1258, 3900 N. Rockwell St., Chicago 18, Ill., makes the Add-N-Mark, a small, low-cost adding machine that in seconds can be converted to a price marking machine. Both pressure sensitive and gum labels can be used for price marking, with a marking capacity of $99.99. Label size is ¾" to ⅞" wide by 2/3" high. The dual purpose machine is available in ten-key and full keyboard models, electric and non-electric, and in a variety of totaling and listing capacities when used as an adding machine. It puts neat, mechanical price marking within the range of every merchant because machines cost just a fraction more than standard model adding



machines. Push-button entry of prices to be marked is a time saver and morale booster. Because prices to be marked are easily changed by pushing buttons, short runs are as easy and practical as long runs. Re-marking prices on sale items is simple. Changing from adding machine function to price marking and back again is as clean and easy as changing the paper roll on an adding machine. The Victor Magic Marker Magazine makes this fast change possible and automatically adjusts machine's spacing for price tag marking. Because of the portability and attractive appearance of the Add-N-Mark machine, price marking can be done in the office and at the counter as well as in the stock room. A convenient method is to check invoices on the adding machine, convert

your company is judged
by the office you keep!

Scientific construction, handsome styling, consideration for comfort, are all combined in Cole Steel Office Equipment. Cole Steel is America's top selling brand, its low initial cost and enduring beauty make it the greatest dollar value in steel office furniture.

COLE STEEL

Send for our latest catalog

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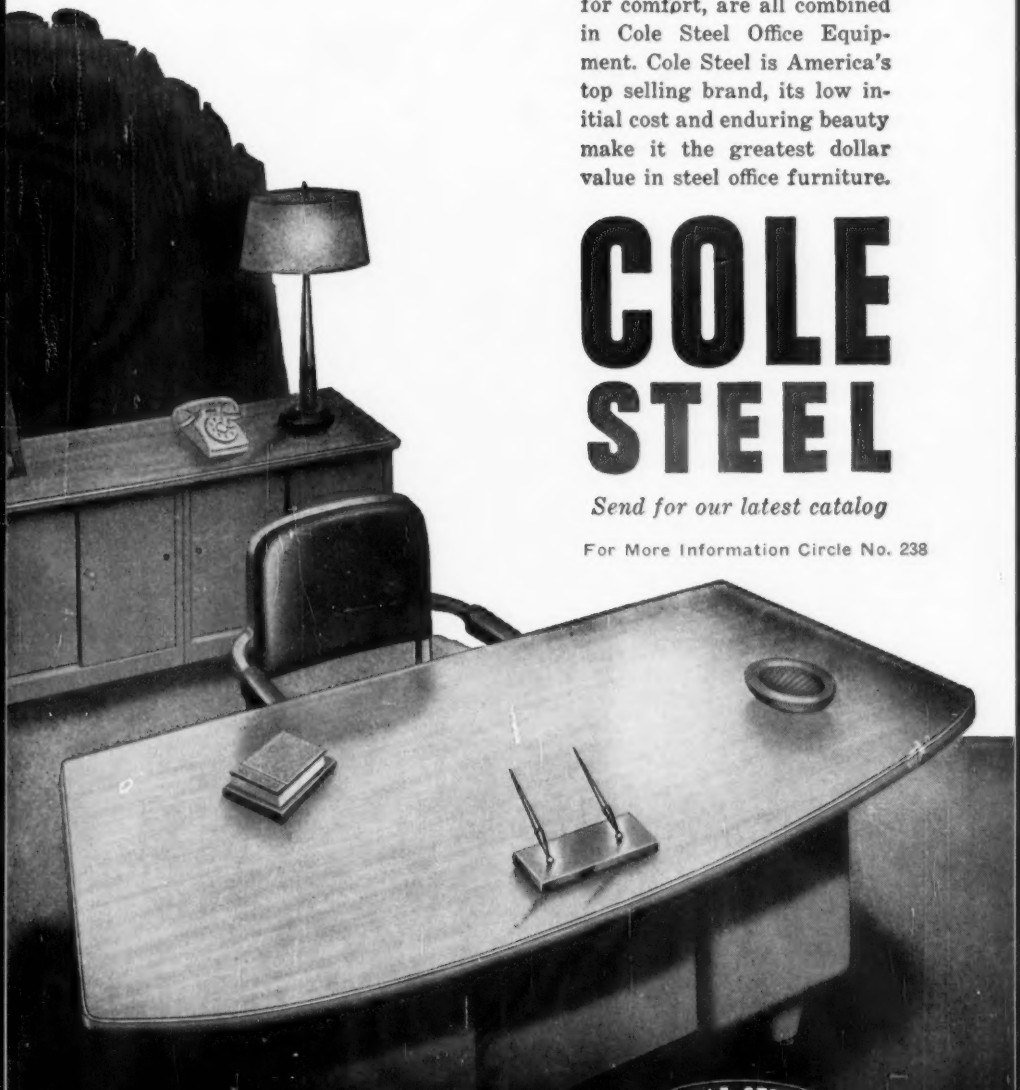


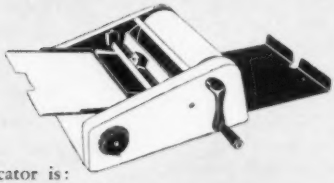
COLE-STEEL

Cole Steel Equipment Co., Inc. • 415 Madison Ave., New York 17, N. Y.
Canada: 329 Dufferin St., Toronto, Ont.

SADA SPRINT

is portable

it can be removed from one office to another
everywhere there is
a typewriter and the need of more copies.



The Sada Sprint spirit duplicator is:

- light
- completely close
- the spirit is hermetically contained in the suitable tank

Your secretary will use it with pleasure, without any difficulty
and without being smudged:
easy to operate adjustable for printing on any range of paper
ensures the even clearness on any part of the copy

FEATURES:

- automatic engagement of the master,
- immediate and micrometric printing displacement
- printing pressure with progressive regulation,
- semi-automatic moistening,
- reversible paper feed table for the complete closing of the machine.

Write for details and terms to

SADA S.p.A. Duplicatori ed Affini

First Manufacturer of Duplicators in Italy
Milano, Italy, - Piazza S. M. Beltrade, 1.

For More Information Circle No. 209

to price marking and then run labels from invoices to have labels ready for attaching when merchandise is unpacked. For those who require larger marking capacity to accommodate tax designation, price code, etc., the larger Victor Mark-O-Matic is available. **For More Information Circle No. 131.**

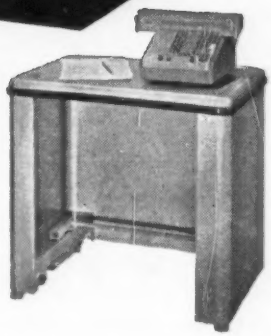
PHOTOCOPIER

Nord Mfg. Corp., 366 Jericho Turnpike, Mineola, N. Y., announces the improved Nord Wizard Photocopy Machine housed in a new unit that holds its lustre and stainproof qualities for life, at the same price of $179. New elements have been added to the Wizard including a

high torque starting unit and high compression rollers which produce finer quality copies. Field tests are said to have proven that high contrast copies are clearer than originals in many cases. The Nord Wizard Photocopy Machine copies from books, magazines, etc., and is ideal for reproducing documents, engineering transparencies, projection films and technical data in addition to the complete range of normal office duties. **For More Information Circle No. 102.**

Attractive Safety

THE CONSOLETT



Electric typewriters, computers and other valuable office machines are super-safe on the sturdy, heavy-duty Consolett stand. Operators like its roomy top, enclosed privacy, easy mobility without balking and the way it anchors on four rubber feet at the touch of a toe.

Check your office requirements and write for prices and literature.

Matching two-shelf cabinet also available

SOME DEALERSHIPS OPEN

STOLPER STEEL PRODUCTS CORP.

318 Pilgrim Road • Menomonee Falls, Wis.

For More Information Circle No. 329

COUNT *FASTER*

CUT CLERICAL COSTS

...WITH SORTKWIK®

The non-allergenic fingertip preparation

Eliminates irritating rubber fingers... messy, unsanitary sponges

Easy to use—just apply to fingertips for greaseless, stainless, tacky film. Pick up papers easily, quickly.

Non-drying—contains no drying alcohol.

Non-allergenic—Recommended by dermatologists.

Long-lasting—attracts moisture to fingers, making one application long lasting.

Widely used—Thousands of businesses speed up sorting, counting, filing, posting with SORTKWIK.

Your Stationer has SORTKWIK or will stock it for you. Only 50c each.

MAIL COUPON FOR TRIAL OFFER

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Dept. O-12, 2736 Lyndale Ave. So.
Minneapolis 8, Minnesota

Enclosed is $1.00 for two trial containers of SORTKWIK.

Name_____

Company_____

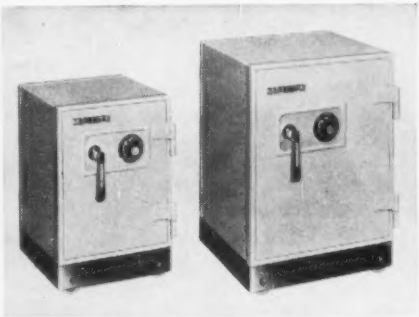
Address_____

City_____ State_____

For More Information Circle No. 352

RECORDS SAFES

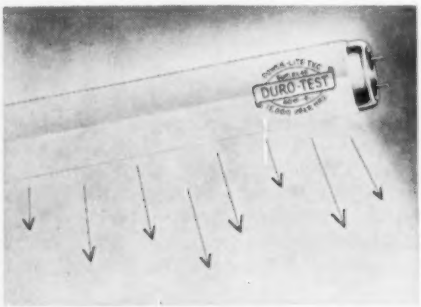
Meilink Steel Safe Co., 1672 Oakwood Ave., Toledo 6, Ohio, makes fire-insulated safes for safeguarding vital records both in the office or at home. Model 1X (left) stands 20″ high and is 15″ deep. Model 2UB is 24″ high and 18″ deep. Both carry



the Underwriters' Laboratories and Safe Manufacturers National Assn. labels certifying they have been tested to withstand a fire up to 1700° F. for one hour without damage to the contents. In addition they carry the UL burglary relocking device label guaranteeing a 10% rate reduction in burglary insurance. Available in gray, green, heather tan and Inverness green. **For More Information Circle No. 132.**

FLUORESCENT LAMPS

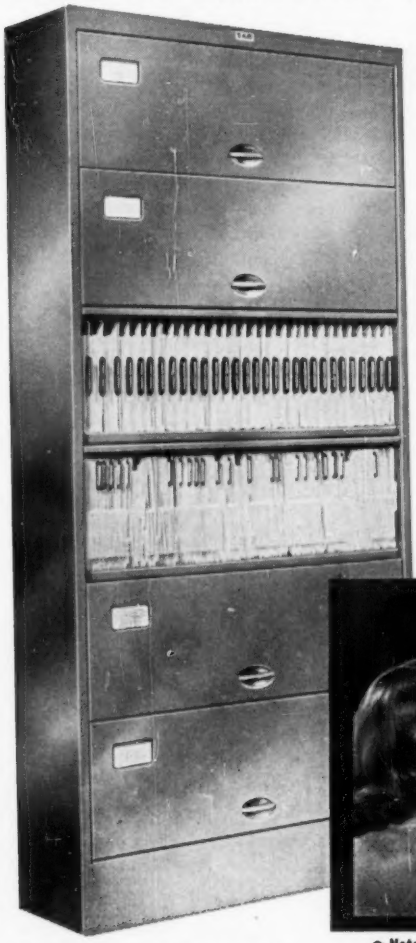
Duro-Test Corp., 2321 Hudson Blvd., North Bergen, N. J., makes Power-Light



fluorescent lamps with internal reflectors which concentrate light downward, doubling the brilliance. The lamps can be

SPACEFINDER FILES...

...HAVE PROVEN, in hundreds of offices, that they can SAVE YOU 50% or more in filing time, space and money!



Spacefinders are an appearance asset to any office—available in a wide range of sizes.

ONLY SPACEFINDERS...

offer you these exclusive advantages.

1 Welded cabinet of Spacefinder is designed specifically for MAXIMUM FILING EFFICIENCY. It is *not* an adaptation of shelving!

2 Spacefinders are complete and ready to use. When you move or change your department, you can MOVE THIS RUGGED FILE WITH CONTENTS INTACT!

3 Optional doors give DUST, DIRT and FIRE PROTECTION, serve as handy pull-out work shelves, and can be provided with locks.

● Note visibility and availability of thousands of records.

Send today to Tab Products Co., 995 Market Street, San Francisco 3, for 24-page brochure, and name of our local representative for skilled help in showing you how to save filing time, space and money.

TAB
PRODUCTS CO.

For More Information Circle No. 230

3 PHONE PROBLEMS SOLVED—

1. Safeguarding privacy.
2. Quieting the office.
3. Better hearing—noisy places.

HUSH-A-PHONE
Model for all types of phones and dictating machines.
Write for Literature
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65 Madison Ave.
Room 710
New York 16

For More Information Circle No. 331

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CHECK WRITER

Indelibly prints
Just the same as a big machine costing up to $500.—

NIPPO MACHINE INDUSTRY CO., LTD.
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For More Information Circle No. 332

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the BEST in DUPLICATORS and SUPPLIES
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Chicago 23, Illinois

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A welcome gift for all SLIDE fans. 40 slides, at once, may be spread out on the Slide-Sorter illuminated top for rapid . . . easy selection and arrangement of slides in any order or sequence desired for screen projection. Order several for gifts . . . Order one for yourself. Satisfaction or money refunded.
Send Check or Money Order • No C.O.D.

$10.95 ea. post paid

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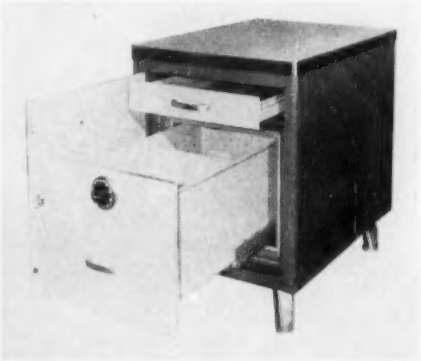
8620 Lorain Ave., Cleveland 2, Ohio

For More Information Circle No. 333

used in standard fluorescent fixtures and require no change in wiring or ballasts. Power-Lite directs more light to seeing areas and increases effectiveness of display and cove lighting. Available in two, four, six, and eight-foot models in a variety of colors and life-rated at 15,000 hours. **For More Information Circle No. 106.**

EXECUTIVE SAFE

Bentson Mfg. Co., 663 Highland Ave., Aurora, Ill., introduces seven Regal pastel enamels for solid or two-tone application. Two shades of green, two grays, a rich brown, beige, and a coral tone are the colors added to the firm's previous range of five standard and two grained finishes. A 5% increase above the basic (Zone No. 1) price will be added for Regal or any two-tone effect.



A Guardex telephone cabinet brings personal, private security to the point of use, making it unnecessary for the executive to use the fireproof vault in the general office. Like the Guardex desk unit, the Guardex telephone cabinet carries a Class C label of protection (North American Safe Assn.) and is equipped with a Yale combination lock. Fully reinforced and supported by its own sturdy framework, it operates on ball bearing, cradle suspension. The safe accommodates Pendaflex folders for either letter or legal size records. **For More Information Circle No. 126.**

Only $3.50 a week puts a new Victor Calculator in your office!

Victor 40th Anniversary Special
New Models—New Low Prices

Special Mult-O-Matic Printing Calculator. Model 72-85-54. Special low price. Automatically multiplies, adds, subtracts with flick of Simpla-Key. Automatic sub-totals or totals from same bar. Automatic credit balance.

Mult-O-Matic Printing Calculator. Model 74-85-54 (not shown). All features of Special (above) *plus* automatic Constant and automatic Total Transfer.

Automatic Printing Calculator. Model 75-85-54. Automatically divides, multiplies, adds or subtracts with a flick of the Simpla-Key. Automatic Constant, Total Transfer, and credit balance. Automatic sub-totals or totals from same bar.

Automatic Printing Calculator. Model 73-85-54 (not shown). Has all features of above, except Constant and Total Transfer.

Avoid large cash outlay with New Lease or Purchase Plans

Now! Put a Victor Special Mult-O-Matic Printing Calculator to work for you for less than $3.50 a week. New Lease Plan saves your cash reserves, gives you the immediate benefit of time-saving, money-saving automatic figure-work. Low payments include expert Victor maintenance.

Or for a small down payment, and less than $4.75 a week, you can own this same Victor Calculator, and take 24 months to pay.

Other Victor business machines also available on lease or purchase plans at even lower payments. Now is the time to lease or buy because prices are low . . . terms easier . . . and there are more models to choose from than ever before in our 40-year history.

The exclusive Simpla-Key makes all calculations automatic!

Merely flick the Simpla-Key, enter the figures . . . the machine does the rest automatically. Multiplies, adds, subtracts or divides with *one key*—on one simple keyboard! Automatically prints figures with true symbols on tape just as you would write them. Does the work of two machines—adding machine and calculator—with no complicated rules, no special training needed.

CALL YOUR VICTOR MAN. *He's listed in the Adding Machine section of the Yellow Pages under Victor. Or mail coupon today.*

Find Your Nearest Dealer in The "Yellow Pages"

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Chicago 18, Illinois

Send me full details about your

☐ New Lease Plan ☐ New Calculators
☐ New Purchase Plan ☐ Adding Machines

Name_____

Company Name_____

Address_____

City_____ Zone_____ State_____

VICTOR ADDING MACHINE CO.,
CHICAGO 18, ILLINOIS

The answer to business problems since 1918

Victor Adding Machine Co., (Canada), Ltd., Galt, Ont.

Manufacturer of Business Machines, Cash Registers, Business and Industrial Systems Electronic Equipment, Electri-Cars.

For More Information Circle No. 256

The Original MICROPOINT

INK-STIK*

Joins the Office!

*TRADE-MARK, MICROPOINT, INC.
The King-Size Pen you NEVER Refill.

Order from your stationery supplier or direct, giving stationer's name and address.

It's no wonder. INK-STIK was made for the office. There's an INK-STIK especially for stenographers, secretaries, and receptionists . . . one for accountants and auditors . . . and another for general office work. There's even an INK-STIK for the office boy or mail clerk who needs a broad point for marking packages and writing shipping instructions.

- Slim, trim featherweight balance
- Writes 3.1 effortless miles
- Instant starting, smooth writing
- 8 distinctive ink colors . . . blue, red, black, green, brown, lavender, gold, turquoise.

FOUR BUILT-FOR-BUSINESS POINT STYLES

Utility-Point	39¢
Steno-Point	49¢
Audit-Point	49¢
All-Purpose Marker (Black and Red only)	59¢

MICROPOINT, INC. SUNNYVALE, CALIFORNIA

Creator of Advanced Writing Instruments

For More Information Circle No. 254

STORAGE FILES

Convoy, Inc., Station B, Box 216H, Canton 6, Ohio, announces that the addition of a handhole at the rear of Convoy File drawers makes handling easier. This convenience should be appreciated by anyone who handles record storage, especially at transfer time when loaded drawers present a physical challenge. Convoy, Inc., specializes in Filing and Tote containers and produces files in 15 sizes such as letter, legal, check, deposit slip, tab card and ten others. Made of Chem-Board (heavy duty corrugated chemically impregnated

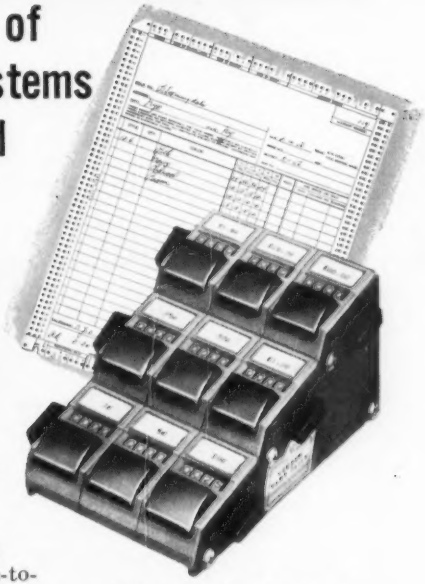
to rock hard strength), the files have an attractive smooth exterior, and are impervious to dampness and moisture. Weighing up to 50% less than steel, Convoy Files are sold assembled and ready for use. **For More Information Circle No. 114.**

BATTERY FLOOR MACHINE

S. C. Lawlor Co., 124 N. Aberdeen St., Chicago 7, Ill., makes the battery-powered Model 26 Floor Cleaning Machine which cleans 20,000 sq. ft. per hour. It does the whole job: dispenses clean water, scrubs and then vacuums up the dirty water. The four 24-volt battery pack housed in front is designed so that another pack can be substituted in a few minutes, when recharging is necessary.

VEEDER-ROOT

Any number of Countrol Systems can be based on the VARY-TALLY



Simple punched-card systems, based on Vary-Tally Multiple Unit Reset Counters, give complete and up-to-the-minute cost and stock-control information by types, colors, sizes, textures, grades, customers, or other classifications. Also keeps production geared more closely to demand. Let us show you how easy it is to develop a Vary-Tally system for your particular needs.

VEEDER-ROOT INC., Hartford 2, Conn.

"The Name that Counts"

For More Information Circle No. 349

There are two tanks: a 10-gal. solution tank and a 22-gal. recovery tank, and 26" brush spread. The squeegee assembly is at the rear in easy reach, and there is a

hand squeegee to pick up water from hard-to-reach places. Sturdily built to give a lifetime of service, the frame is all welded structural steel, corrosion protected and 10" roller bearing wheels have neoprene tires. Machine is 52" long, 26½" wide; weighs 540 lbs. **For More Information Circle No. 416.**

PORTABLE TYPEWRITER

DeJur-Amsco Corp., 4501 Northern Blvd., Long Island City 1, N. Y., an-

nounces the DeJur - Triumph Kwik - Riter portable typewriter. Designed to retail at $114.95, the Kwik-Riter offers the same

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CONTINENTAL NATIONAL BANK BUILDING

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TELKEE

the complete system of positive key control

In Fort Worth's new C N B Building—and in thousands of stores, schools, plants and buildings across the country—a **TELKEE** System assures constant, fool-proof control over the keys to every lock.

TELKEE keeps keys in authorized hands; eliminates problems of lost keys; cuts costs of replacement locks and keys.

Available in capacities from 21 to 2240 key changes, there's a **TELKEE** System to fit your property, large or small. Write today for "The Key To The Whole Thing".

P. O. MOORE, INC.

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TEL KEE — The MOORE KEY CONTROL System

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For More Information Circle No. 335

"It's CLEAN, QUICK and EASY with Duplisette"

READY-MADE

SECOND-SHEET

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CARBON SETS

FOR ALL TYPEWRITTEN CARBON COPIES

Prove it to yourself with this free offer:—Duplisettes give you fast, clean carbon copies—NO more smudged fingers, NO more dirty letters, NO more collating, NO more fussing with loose carbons! Size 8½ x 11 in *white, canary, pink, blue, green and goldenrod.*

Send for FREE SAMPLES—today!

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For More Information Circle No. 336

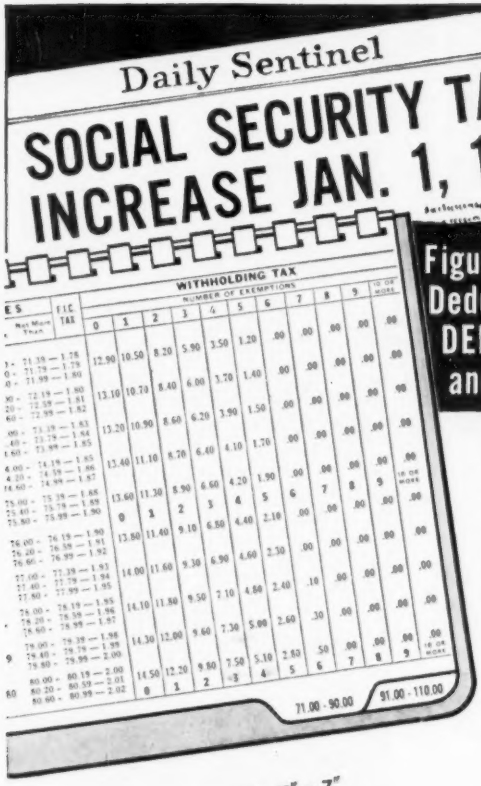
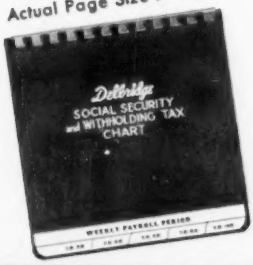


Figure NEW Payroll Deductions with Famous DELBRIDGE Social Security and Withholding Tax Charts!

Effective January 1, 1959, increased social security tax deductions must be made from employees' earnings. The revised DELBRIDGE Social Security & Withholding Charts feature these new deductions *plus* withholding taxes. Deductions are *pre-calculated* and on one line for *quick*, *easy* and *accurate* recording. No other method offers so many advantages:

- **Faster than machine or hand figuring!**
- **Practically eliminates computing errors!**
- **Simple, easy to use!**
- **Four separate editions cover all payroll periods: weekly ($1.00 to $550.00); bi-weekly ($1.00 to $1050.00); semi-monthly ($1.00 to $1050.00); monthly ($1.00 to $1300.00).**

Actual Page Size 7" x 7"



DELBRIDGE CALCULATING SYSTEMS, INC.

Pre-Calculated Tables for Business & Industry Since 1890

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FREE 10-DAY TRIAL!

DELBRIDGE Calculating Systems, Inc.
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Without obligation, send the 1959 DELBRIDGE Social Security & Withholding Tax Charts indicated below. If we keep the charts, we'll "O.K." your invoice at the rate of $3.50 for each copy.

Company Name.....

Street Address.....

City.....Zone.....State.....

(Specify quantity wanted and payroll period, here)

.....

For More Information Circle No. 213

AVOID COST AND DELAY OF BINDERY DRILLING

CURE HAND-PUNCHING HEADACHES WITH A

Spinnit

PAPER DRILL

A real production model—handles big or small jobs. Does clean, sharp drilling. Takes 1" stock. Table size 12" x 18". Chip disposal. Adjustable back gage and 4 stops. Price includes one hollow drill. 12 standard size drills from ⅛ to ½"—$3.75 each. Slitting attachment $7.50; slotting attachment $9.00.

Write us for details.

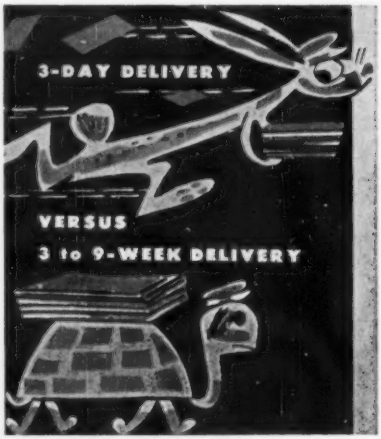
LASSCO PRODUCTS, INC.
485 Hague St. • Rochester 6, N. Y.

For More Information Circle No. 366

Triumph Action tempered spring steel typebars and accelerated action that has made the Triumph line of electrics, standards and portables known for their light touch, speed and fine write. Other features are: long lasting two-tone ripple finish, double frame construction; 44-key, 88 character keyboard; single, double and half spacing; paper diverter, erasure bar, transparent card holders, magnesium alloy carrying case, two-color ribbon and stencil cut-out, automatic and manual ribbon reverse, non-glare finger molded keytops. Available in pica and elite type only. **For More Information Circle No. 110.**

CONTINUOUS FORMS

Continuous Forms, Inc., 4490 Cass Ave., Detroit 1, Mich., specialize in the manufacture of marginally punched continuous forms which are shipped in 72 hours or less after receipt of order. They



keep on hand some 50 different weights and sizes of paper stock to meet almost any requirement. Forms can be printed in any color, back printed, stapled, drilled for binders, have special perforations, short carbons, carbon silver-outs, etc. Printed offset and hectograph masters are also produced, separately or as part of a forms set. Short forms runs to test a procedure or meet an emergency are in-

VERSATILITY AND ECONOMY of operation are keynotes to an accounting department equipped with a National System.

DAVID KNOPPING, Treasurer of Super Market Distributors, Inc.

THREE NATIONAL ACCOUNTING MACHINES, like this one, speed our customer's billing because extensions and computations are performed with mechanized accuracy.

"Our *National* System saves us $41,000 a year... returns 67% annually on our investment!"

—Super Market Distributors, Inc., *Boston, Mass.*

"We've had 12 National Accounting Machines in operation for over two years," writes David Knopping, treasurer of Super Market Distributors, Inc., "And they've been a tremendous help in all phases of our operation; because they save us time, money, and the embarrassment of making costly errors in payroll, accounts receivable and client billing.

"It's important to mention, too, that with installation of a National Accounting System, we now can have an accurate analysis of sales within a short time. We know quickly which departments are profitable and which are not. Of course, having such valuable information at our fingertips allows us to concentrate our sales effort in the right places . . . and with greater profit.

"I'm pleased to report that even with all this valuable accounting service that we get from our National Accounting System . . . the cost is much less than before. In fact our National System saves us $41,000 a year . . . returns 67% annually on our investment!"

Treasurer, Super Market Distributors, Inc.

Your business, too, can benefit from the time- and money-saving features of a National System. Nationals pay for themselves quickly through savings, then continue to return a regular yearly profit. For complete information, call your nearby National representative today. He's listed in the yellow pages of your phone book.

*TRADE MARK REG. U. S. PAT. OFF.

National*

ACCOUNTING MACHINES
ADDING MACHINES • CASH REGISTERS
NCR PAPER (NO CARBON REQUIRED)

THE NATIONAL CASH REGISTER COMPANY, Dayton 9, Ohio
1039 OFFICES IN 121 COUNTRIES • HELPING BUSINESS SAVE MONEY

For More Information Circle No. 208

Now!

FAST LOW COST ADDRESSING

Envelopes, Circulars, Postcards, Etc.

Faster than 7 Typists

NEW

Model 99

Master Addresser

ONLY **$99.50** plus federal exc. tax

"Automatic Drive" moves envelopes into printing position automatically.

Prints from paper address slips prepared on your typewriter — or written with a ball point pen.

Low initial cost—simple to install — low operating cost.

Address card has ample area for keeping records. Use it for record information as well as address information, if you wish.

Master

FULLY WARRANTED

For more information and dealer name write

MASTER ADDRESSER COMPANY

6500-O West Lake Street Minneapolis 26, Minn.

For More Information Circle No. 348

SAF-TEE

ALUMINUM MAP CARRYING CASE

safe . . . strong

to carry or mail confidential rolled maps, prints, plans, etc. Made of 16 ga. aluminum alloy with "comfort grip" and steel hasp for lock. 36", 42" and 60" lengths — other lengths made to order. **MAIL ORDER TODAY**

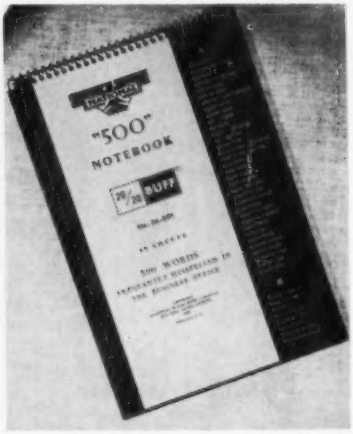
SCOTT-RICE CO. — 610 S. Main, Tulsa 19, Okla.

For More Information Circle No. 346

vited by this firm which maintains a complete art department. For sample forms to show quality of work, **Circle No. 113.**

STENO NOTEBOOK

National Blank Book Co., Dept. 810, Holyoke, Mass., makes a 20/20 Buff 500 stenographer's notebook, companion to its Eye-Ease green 500. The 20/20 Buff notebook, No. 36-501, has rust and buff cover,



and shows 500 of the words most commonly misspelled in the office. It contains 80 leaves of 20/20 Buff opaque paper, green ruled with a brown center line, and it is tumbler (coiled wire) bound. **For More Information Circle No. 134.**

HEATED FLOOR MAT

Interstate Rubber Products Corp., Dept. R2, 908 Avila St., Los Angeles 12, Calif., announces an improved Electro-Mat

PB scales help you offset higher postal rates!

Your postage costs have gone up from 3¢ to 4¢ an ounce for first class letter mail, from 6¢ to 7¢ for airmail. (That makes it 64¢ a pound for regular letters, $1.12 for airmail!)

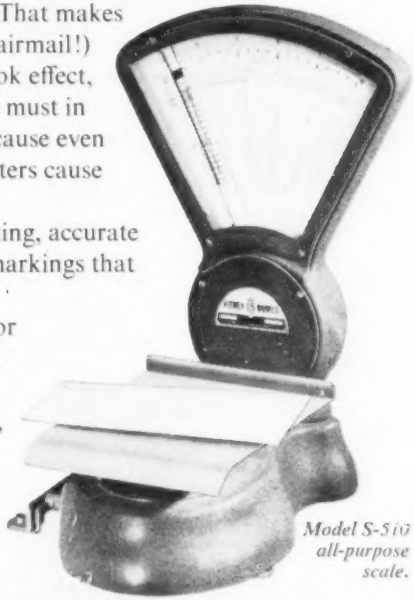
Since August 1st, when the new rates took effect, a *precision* mailing scale has been more of a must in your office than ever! *Over*paid letters will cause even heavier hidden postage losses; *under*paid letters cause "Postage Dues," cost you good will!

Pitney-Bowes' mailing scales are fast-acting, accurate and dependable, with widely spaced chart markings that can be read *correctly* at a glance.

There are models for every office, large or small, including a parcel post scale of 70 lb. capacity.

Ask the nearest PB office to demonstrate, or send coupon for free illustrated booklet.

FREE: *Handy desk or wall chart of latest Postal Rates, with parcel post map and zone finder.*

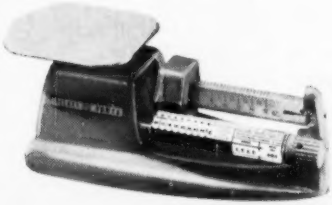


Model S-510 all-purpose scale.

PITNEY-BOWES Mailing Scales

PITNEY-BOWES, INC., 3498 Walnut St., Stamford, Conn.

Originator of the postage meter . . . offices in 107 cities in U.S. and Canada.



Model 4900 for the small office has convenient postage computer.

PITNEY-BOWES, INC.
3498 Walnut St., Stamford, Conn.

Send free booklet ☐ *rate chart* ☐

*Name*_____

*Address*_____

For More Information Circle No. 212

BUSINESS COURSE

PROGRAMMING COMPUTERS

ELECTRONIC COMPUTERS ARE HERE

Learn to apply them

- Electronic Computers require new systems and procedures.
- Electronic Computers require a new look at established practices.
- Electronic Computers require trained personnel at all levels.
- Electronic Computer programming and applications can be studied on the job or at home with a

HOME STUDY COURSE
designed for
inexperienced people, developed by Business Computer Experts.

A practical Workshop Approach.

Write for Free Brochures:

BUSINESS ELECTRONICS INC.

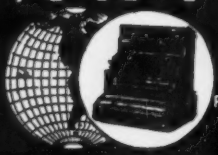
Computer Dept.

420 MARKET STREET
SAN FRANCISCO, CALIF.

Member National Home Study Council
For More Information Circle No. 364

CASH REGISTER PARTS

WORLD WIDE SERVICE



HIGHEST QUALITY PRODUCTS

CASHERE CORPORATION

Successor to International Cash Register & Parts Co.

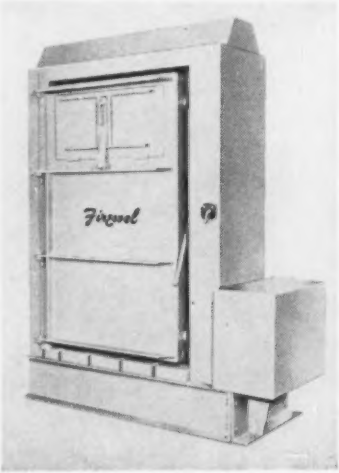
207 E. Evergreen Ave., Mt. Prospect, Ill.

For More Information Circle No. 363

portable foot warmer which provides a safe amount of heat sufficient to keep feet warm, counteracting drafts and cold floors. Designed for use in offices and production areas, this electrically heated, all neoprene rubber mat should cut absenteeism due to colds, backaches and muscle soreness. The mat is 14" x 21" and can be transferred easily from one location to another. It requires only a small amount of space for storage when not in use. It requires less electric power than a 100-watt light bulb, operates on either AC or DC and retails at $7.95 including shipping costs. **For More Information Circle No. 153.**

WASTEPAPER BALER

Firewel Co., 3685 Broadway, Buffalo 25, N. Y., makes an automatic power baler which is small and compact. It is of all welded steel construction and modern in appearance, finished in baked green enamel. Its operation is noiseless because of its quiet operating motor speed reducer.



This baler plugs into any electric outlet and it produces a 28" x 17" x 34" bale weighing from 175 to 250 lbs. depending on material baled. Floorspace necessary is only 21" x 54" inches and overall height is 68". Shipping weight, 750 lbs. **For More Information Circle No. 159.**

here's the speed you need to save more time and money

It's all-new . . . and still the world's only dry process, All-Electric copy method. This restyled, improved THERMO-FAX "Secretary" Copying Machine gives you copies in 4 fast seconds . . . for as little as 5¢ per copy. You use no chemicals, no negatives, as in slower, more expensive copy methods. You make copies the simplest, easiest way yet . . . by electricity alone! Find out about the dollars-and-cents savings you can make, by sending the coupon below.

Thermo-Fax® BRAND COPYING PRODUCTS

"Thermo-Fax" and "Secretary" are 3M Company trademarks

3M Company, Dept. ES-128, St. Paul 6, Minn.

Send full details on the all-new THERMO-FAX "Secretary" Copying Machine.

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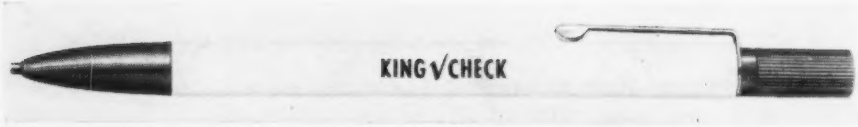
3M COMPANY

WHERE RESEARCH IS THE KEY TO TOMORROW

For More Information Circle No. 253



COLOR PENCIL

Listo Pencil Corp., Alameda, Calif., announces the King Check extra heavy color lead pencil for paperwork that requires bold, easily read writing. The pencil is designed for heavy duty use in offices, warehouses, restaurants, drive-ins, banks, newspapers and schools. Lead refills are made in red, blue, green and black. **For More Information Circle No. 120.**

OFFICE GLOVES

Carl H. Biggs Co., 2255 Barry Ave., Los Angeles 64, Calif., offers Handgards which are disposable gloves of lightweight polyethylene film made in three sizes to fit most any person. One or two Handgards can be used for such office tasks as changing typewriter ribbons, cleaning duplicators, copying machines, etc. Handgards are resistant to acids and alkalis and provide greater fingertip sensitivity than gloves of heavier material. Sizes are small for glove size 5-7; medium for 7-9; large for 9-11. Retail at 98c a doz. **For More Information Circle No. 115.**

The boss just left . . .

. . . praising his new Bentson modular desk! He gets so much more work done, easier, that he's ordering Bentsons for everybody! I think it's the best office furniture made. Tailored to the job and space and so smart looking. Why don't you tell your boss to see a Bentson dealer

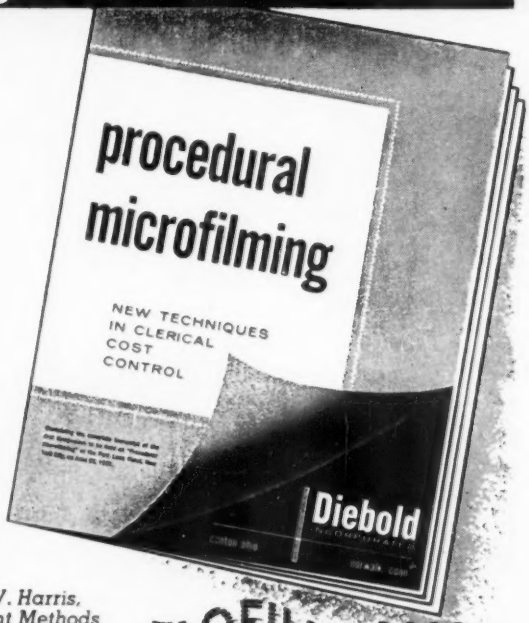
— or write for colorful literature.

BENTSON MANUFACTURING CO.
663 Highland Avenue • Aurora, Illinois

For More Information Circle No. 369

no. 7 in a series on low cost microfilming procedures

this book can revolutionize... and **economize** your daily office procedures!



Just published by Diebold, Inc., this authoritative manual contains the complete transcript of the first symposium ever held on the use of Procedural Microfilming as an everyday office tool in Clerical Cost Control.

The symposium, held at the Park Lane Hotel in New York City, under the chairmanship of Jerome W. Harris, Publisher and Editor of Management Methods Magazine, was sponsored by Diebold and covered such subjects as:

- reduction of clerical operations
- protection against bad checks
- protection of shareholders records
- speeding tax reports
- increasing inter-city banking services
- uses of procedural microfilming in market research
- elimination of descriptive billing
- uses in budget accounting
- savings in credit operations
- uses in field audits
- savings in the educational field, etc.

FLOFILM 9600

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- *Portable*
- *Lowest Cost*

FLOFILM 9600—first microfilm camera specifically designed for "Procedural Microfilming."

For your free copy of "Procedural Microfilming" clip the coupon to your business letterhead and mail today. Additional copies are available at $1.00 per copy.

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Sales and Service Offices in All Principal Cities

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Flofilm Division
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Please send copy of "Procedural Microfilming" to:

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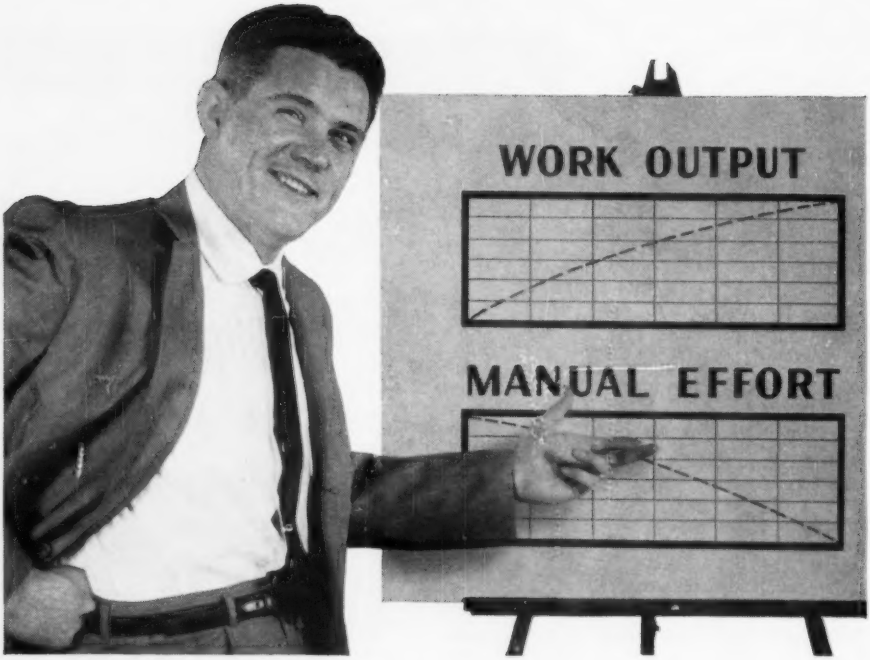


Teletype units increase work output

Reduced manual effort . . . instantaneous "delivery" service . . . automatic editing. These are some of the step-savers Teletype equipment brings—to enable you to handle more work, without additional workers.

Example—less manual input. All permanent information about customers, vendors, products—can be stored in Teletype punched tape. This saves endless hours of repetitive typing and checking—gives a bonus of improved accuracy. Only variable data (quantity, delivery date, price, etc.) need be manually typed—*the tape does the rest.*

Example—instantaneous "delivery." As your sales office prepares copies of an order for its own use, Teletype equipment can "deliver" the order to appropriate plants and departments—instantaneously, without extra work. And there's no need to wait for confirmations—with *printed communications.*

Example—automatic editing. "Robot brain" facilities enable you to edit information being sent to various receiving points. For instance, when Purchasing sends order information to Tabulating and Receiving Departments—the "robot brain" can omit prices from the Receiving Department copy, *automatically.*

And now the newest Teletype unit, the Model 28 ASR set, brings you even greater efficiency—with typing, tape punching, tape receiving and transmission facilities in a single, compact console. Write for free descriptive booklet today: Teletype Corporation, Dept. 30-M, 4100 Fullerton Avenue, Chicago 39, Illinois.

TELETYPE®
CORPORATION
SUBSIDIARY OF *Western Electric Company* INC.

For More Information Circle No. 255

Literature from the Manufacturers

OFFICE PRINTING PAPERS

Bergstrom Paper Co., Neenah, Wis., offers a sample book of Odin mimeo finish, smooth finish and bond finish papers for use on any type of office printing equipment. Odin papers are outstanding for brightness, surface uniformity, opacitv and printability, and sized for pen and ink. They are manufactured with the same skill and care that have made Bergstrom's Ibsen book papers respected the world over since 1904. Quality control is exercised at every step of manufacture and finishing. Odin papers are available in mimeo, smooth and bond finish in white in 16 lb. and 20 lb., and six pastel colors in 20 lb. For the sample book, **Circle No. 161.**

OFFICE ACCESSORIES

Delta Products Div., Air Accessories, Inc., 1400 Henderson, Fort Worth, Texas, offers their 16-page illustrated 1959 catalog of office accessories including transparent Floor Show chair mats and Show Off desk tops, desk drawer wastebaskets, convenience trays, letter trays and other items. For the catalog, **Circle No. 164.**

MACHINE SOUND CONTROL

Gates Acoustinet Co., 512 American Standard Bldg., Buffalo 7, N. Y., offers an illustrated brochure showing many different models of Acoustinets for a wide variety of office machines. The folder describes how Acoustinets are constructed and how they increase working efficiency of personnel who would otherwise be disturbed by machine noise. Acoustinets are made for Teletypes, Flexowriters, Graphotypes, key punches, accounting machines, etc. Brochure is free from above address.

BUSINESS LETTERS

American Automatic Typewriter Co., 2323 N. Pulaski Road, Chicago 39, Ill., has published a 68-page booklet contain-

ing 60 Best Business Letters. The letters are carefully selected examples of tested business letters which have proved to be effective. For the booklet, **Circle No. 162.**

ELECTRONIC FILE COMPUTER

Remington Rand Div., Sperry Rand Corp., 315 Fourth Ave., New York 10, N. Y., offers a folder, entitled, "The New Concept in Modern Data Processing." This is a quick summary of the components and values of the Univac File-Computer System, Model 1, and contains a description in non-technical terms of the instantaneous random access feature as it applies to typical business applications including inventory control, sales analysis, billing, payroll, cost control, labor distribution, production control and other data processing. The folder enumerates specific storage (internal memory) capacities, and gives the average rates of speed

MODERNIZE YOUR FILING SYSTEM

EASILY WITH EUREKA®

Roll Labels

NO. 60—Easy Starting slit and accurate perforations assure quick, clean tear—reduces spoilage—eliminates retyping—saves time. Deeply scored for speedy, uniform folding. Heavily gummed for easier application. Available in white, blue, manila, green, cherry, canary, buff, salmon and goldenrod. Free-Feeding typewriter carriage box of 250 labels, each 1 5/16" x 3 3/4" . . . . . 45¢

Fanfold Labels

NO. 50—SAME SUPERIOR QUALITY as EUREKA'S Roll Labels, but packed in Fan Fold box for typewriter use. Available in white, blue, buff, canary, cherry, goldenrod, green and salmon. Box of 500 labels, each 1 1/8" x 3 3/4" . . . 75¢

AT YOUR FAVORITE STATIONER

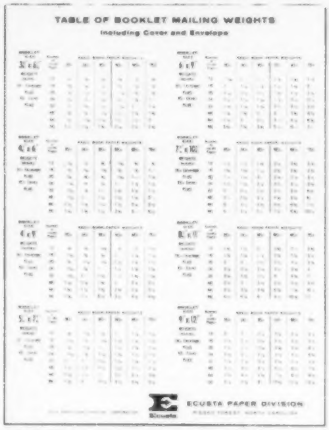
EUREKA SPECIALTY PRINTING COMPANY
Dept. 21 - Scranton, Pa.

For More Information Circle No. 220

in the performance of each arithmetical process. Addition and subtraction, for example, are given as 66,000 per minute. Speeds for multiplication, division, and alpha-numerical comparison are also listed. Use of the system, either for on-line or off-line, is described with specifics of speeds, capacities and operational facts covering the inquiry unit, magnetic tape units, the sensing-punching units and the high speed printer. For the folder, **Circle No. 168.**

BOOKLET MAILING WEIGHTS

Ecusta Paper, Pisgah Forest, N. C., offers a chart for the simple computation of the mailing weights of booklets and envelopes to simplify planning and to keep postal rates down following the recent increases of from 50% to 60% in first and third class mail. The chart covers booklet sizes from 3" x 6" to 9" x 12" of from 12 to 96 pages. Ecusta Paper, part of the Packaging Division of Olin Mathieson Chemical Corp., manufactures and sells lightweight papers for Bibles, text books,



advertising inserts, direct mail advertising and catalogs. It also makes cigarette paper. For the free chart, **Circle No. 170.**

Do you know?

All Diehl Storage Models are now available with a special round-off feature. This new equipment can be fitted to five storage dials for a small extra charge.

This feature is a complete new invention which allows unnecessary decimals to be omitted and figures over 5 to carry over 1 into the next higher decimal place.

There is no comparison with **Diehl**

DIEHL RECHENMASCHINENFABRIK · NURNBERG · STEPHANSTRASSE 49

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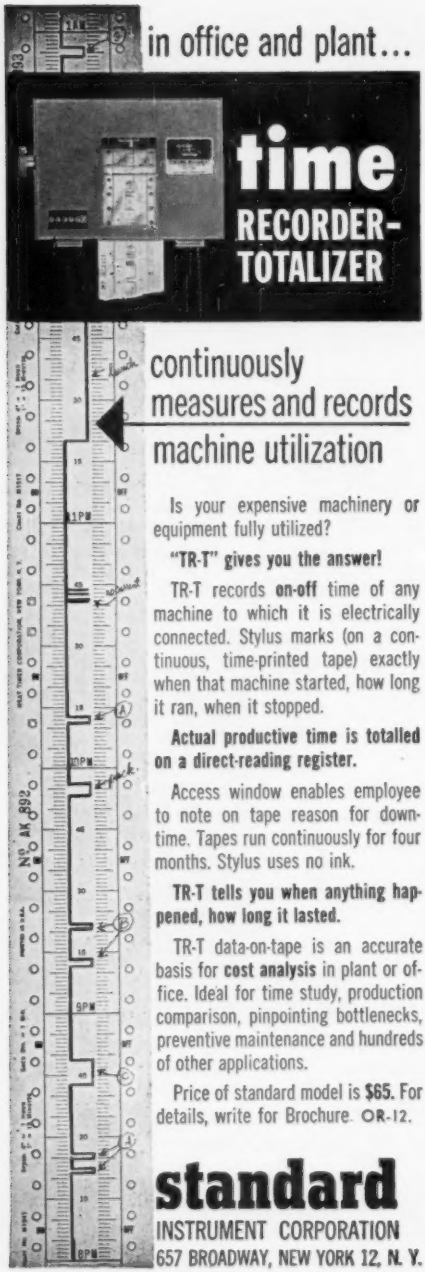
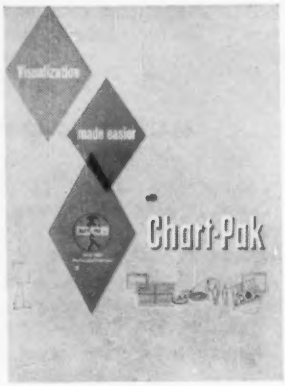


For More Information Circle No. 345

CHART & LAYOUT MATERIALS

Chart-Pak, Inc., 13-43 River Road, Leeds, Mass., shows over 435 pressure-sensitive tapes of many sizes, colors and patterns for making graphs, charts, layouts, printed circuit drawings, map overlays, slides, and other presentations, in



their 32-page booklet, "Visualization Made Easier." It includes step-by-step directions for making office and plant layouts, organization and flow charts. Also described are plastic grid sheets, Chart-Pak Tape-Pens and other aids for the chartmaker, layout man, or engineer, including adhesive-backed pictographs, office furniture templates, work flow and data processing symbols, and newspaper and advertising borders. There are facsimiles of opaque and transparent tapes, for reproduction by diazo or other processes. Among the

For More Information Circle No. 347

items listed are transparent colored tapes and tapes as narrow as 1/64". For the booklet, **Circle No. 165.**

MANIFOLD PAPER

Fletcher Paper Co., 20 N. Wacker Drive, Chicago 6, Ill., offers brochure illustrating the practical uses of Fletcher Manifold, an opaque 9 lb. watermarked sheet for offset or letterpress printing.

Produced by offset process in two colors, the brochure provides a self-demonstration of smooth, non-curl press perform-

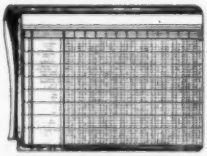
• LEDGER SHEETS

Pen ruled and printed both sides on 28 lb. White (25% rag) Ledger.

• COLUMNAR SHEETS

Pen ruled and printed both sides. Single & Double Page Forms. Numbered lines.

• COLUMNAR PADS



On #16 Buff Sulphite. Also available for ring binders.

FREE Catalog & Price List.

Write Today!

THE NATIONAL MANIFOLDING CO.
521 BROWN STREET, DAYTON 2, OHIO

For More Information Circle No. 337

Eliminate Plate Storage Problems!

with nuArc

FILE-O-MATIC

FILE-O-MATIC Cabinets make plate storing and plate *finding* a breeze! Specially designed cabinets are fitted with cross-bars and anodized hangers, from which plates and films are hung vertically — dust-free and distortion-free! Special filing cards attached to tops of plates and films do double-duty as hanger attachments and complete records. Cabinets interlock vertically; can be tailored, space-wise, to your particular shop or office needs. For further details, write for Bulletin 700 TODAY!

nuArc company, inc.
824 S. Western Ave.
Chicago 12, Illinois

EASTERN SALES AND SERVICE:
215 Fourth Avenue, New York, N. Y.

For More Informatin Circleo No. 338

Substantially Reduces

NOISE

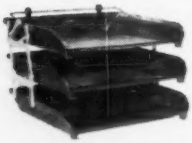
of Keyboard Graphotypes

SOUNTROL Noise Reducing Hoods, the result of many years' research by acoustic engineers, protect workers from tiring noise—increase production and work accuracy. Your Graphotypes can be relocated for better work flow when noise is eliminated and machine's appearance is improved. SOUNTROL Noise Reducing Hoods do not increase floorspace, retard ventilation nor interfere with machine servicing. Write for full information today!

JARDIN ASSOCIATES, INC.
75 Maiden Lane, New York 7, N.Y.

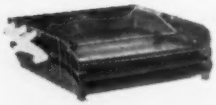
For More Information Circle No. 378

add-O-mount folding tray



U.S. Pat. Pending

There is something *NEW* under the sun in Office Trays! Beautiful plastic desk trays that fold compactly.



ADDS—Security, Privacy, Accessibility, Space—adds 100% to 200% for overnight storage. For letters and office papers

Write for new literature on add-O-mount folding trays and also machine desk stands and the amazing Grip-or Slide pads.

DEALERS AND DISTRIBUTORS INQUIRIES INVITED

Manufactured by

HUTTON BUSINESS SERVICE
Box 66, Highland, California

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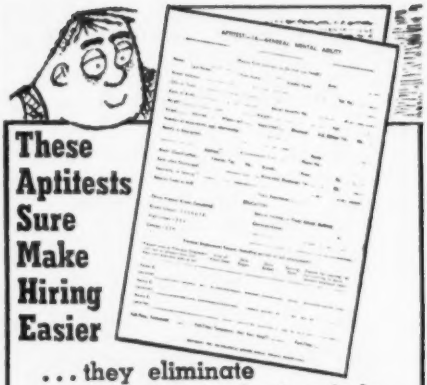


These Aptitests Sure Make Hiring Easier

. . . they eliminate guesswork in selecting help

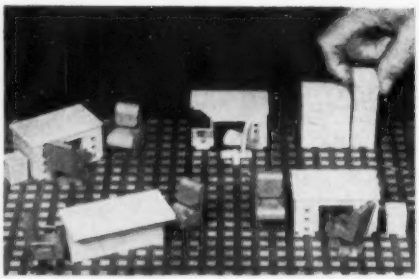
At last . . . brief, easy to administer and grade aptitude tests for small or medium businesses. Perfected by nationally known psychologists . . . assure accurate, scientific employee selection . . . reduce costly job-training. Introductory set of 8 classifications—$10.00, postpaid —MONEY BACK GUARANTEE.

Send trial order now or write for FREE literature.

APTITESTS 31 South Carpenter Ave. Indiana, Pa.

For More Information Circle No. 380

You Can Find New Office Space With 3 D Planomatic



Planomatic—Magnetized 3 D scale models—reveals the most efficient space plan by permitting complete visualization.

Planomatic sets are available in any size to meet your requirements.

M & M INDUSTRIES
P. O. Box 91 South Milwaukee, Wis.

For More Information Circle No. 381

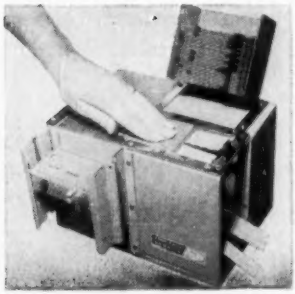
ance and line, type and fine screen halftone printability, plus machine folding qualities. The practicability for business and advertising uses and office forms is also demonstrated. The light weight of Fletcher Manifold makes a favorable difference in postage costs and in the amount of filing space required. The manufacturer recommends it for direct mail, brochures, envelope enclosures, air mail correspondence, invoices, price books, requisitions, forms, sales letters, salesbooks and memo sheets. For the brochure, **Circle No. 160.**

ACCOUNTS PAYABLE SYSTEM

Royal McBee Corp., Port Chester, N. Y., has issued a brochure on its plan for accounts payable, using the General Records Poster. The brochure describes how all accounts payable records are prepared at one writing, with expense distribution as a by-product. Advantages of the system are: pinpoint control of finances with maximum opportunity for management decisions; good advance knowledge of short and long-term commitments; current net position accurately known, with excellent budget control possible; flexibility to individual needs. Automatic proof of balances is a feature of the plan. The accounts payable plan reports the amount of obligations, to whom it is owed and for what it is owed. For the brochure, **Circle No. 167.**

BIN INVENTORY SYSTEM

Cowan Boyden Corp., 50 Aleppo St., Providence 9, R. I., offers a folder describing Cowan Boyden Plastic Card Holders that are used in bin systems for inventory control. Holders accommodate standard punched inventory cards. The folder illustrates a card rack installation for inventory control, and how the bin inventory control system works by minimizing delays in billing. It contains a description of the types of card holders, clips for metal and wooden shelving, and methods of attaching holders and assembling them in series. For this folder, **Circle No. 163.**



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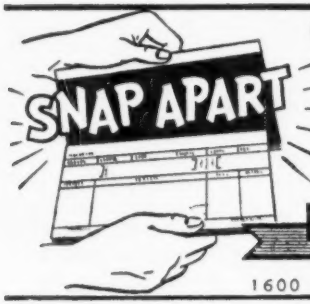
For More Information Circle No. 376



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News of the Office

ARMA Elects Shaw

H. W. Shaw

H. W. (Fred) Shaw, administrator of Kaiser Steel Corporation's records control program, was elected president of American Records Management Assn. at the annual convention in New York. Other newly elected officers are Ida Welch, Allen-Bradley Co., Milwaukee, 1st vice president; Thomas E. Henzey, Cleveland Electric Illuminating Co., 2nd vice president; William Benedon, Lockheed Aircraft Corp., Burbank, Calif., treasurer. The 1959 convention will be held in San Francisco next October.

Data Retrieval System

The Kodak Minicard system, an ultra high speed information handling system, was shown publicly for the first time at the International Conference on Scientific Information in Washington, D. C., last month as part of the Recordak Corp. exhibit. The Minicard System records documents, pictures or other data photographically on pieces of film about the size of a postage stamp. Any desired information can be retrieved by searching the film records automatically at speeds up to 1000 a minute. The first complete Minicard system is used by the Air Force in the Pentagon. Up to 12 legal size documents or other information with their identifying code symbols are contained on each Minicard film record at a reduction of 60 to 1. The film can be examined at full size on a reader. Duplicates of film records or full-size paper prints can be made automatically. Magnavox Corp. cooperated with Kodak in the development and construction of some components of the system which combines advantages of microfilm, punched cards and digital computing techniques.

College Computer Courses

The electronic computer is becoming a fixture in collegiate undergraduate curriculums, according to Philip M. Zenner, president, Royal McBee Corp., whose company's LGP-30 is now in use in more than a dozen colleges and universities. The trend has become possible, he said, through the development of compact, low-cost computers which schools of almost any size can afford. These machines require no special laboratories or installation. At Ohio University, the science faculty inadvertently scheduled a session to introduce their LGP-30 computer at the same time a basketball game was to be played with Ohio's traditional rival. Although the computer presentation was held in a classroom next to the field house, more than 100 students turned up for the computer show. A professor at Lehigh University said that "effective and efficient data processing is the price every business will have to pay for its very existence in the next quarter-century; we must turn out men who have a thorough understanding of it."

Acknowledgement

Arthur E. Fain, author of the article, "Time Measurement Provides Supervisory Control Standards," in the September 1958 issue of THE OFFICE, wishes to acknowledge the training in the field of clerical work measurement he received from Paul B. Mulligan & Co., Inc., New York, N. Y.

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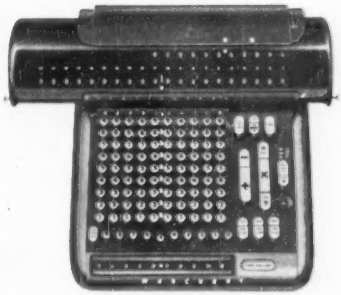

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NEW ADJUSTABLE XEROGRAPHIC HEAD

Makes the KENRO camera more useful than ever!

If you reproduce by xerographic methods or are planning to in the future, you can now count on the Kenro camera for making these exposures in addition to making regular line and halftone offset negatives. This gives you a complete camera department at very low cost.

The new xerographic head gives you advantages not available with adapters on other cameras. Foremost is adjustability which permits uniform gripper margins on the plate regardless of the reduction or enlargement. The Kenro head has its own ground glass for checking this adjustment. It is designed to take the standard xerographic plate used with 10″ X 15″ presses. The plate drops rapidly into place thus speeding up the entire exposure operation.

The xerographic head is furnished as an extra accessory for the Kenro "Vertical 18" Camera or as an alternate for the standard film head.

The standard Kenro camera enlarges to 3X, reduces to ⅓ with Goerz lens, takes film to 14″ X 18″, is very precise, compact, rapid, easy to use.

Write for complete information on this new head and on the Kenro "Vertical 18" Camera, too.

KENRO "Vertical 18" Camera

KENRO GRAPHICS, INC., 25 Commerce Street
Dept. F-12, Chatham, New Jersey

For More Information Circle No. 242

Social Security to Rise

Beginning Jan. 1, employees will pay 2½% for Social Security on wages up to $4800 a year. Employers match these tax amounts. Many thousands more will now be eligible for various social security payments. About 12 million persons now receive Social Security benefits each month. These benefits will increase in 1959. The larger amounts will be reflected in checks delivered early in February.

Watch Your Cash This Month

This is the peak season for thieves, according to John Mosler, executive vice president of Mosler Safe Co. It doesn't take a master criminal to know there is lots of cash on hand at this time of year. To prevent a crook from taking you:

1. Keep as little cash as possible in your cash register. Transfer surplus to your safe as often as possible.
2. Use your bank's night depository so you won't have a lot of cash on the premises overnight.
3. Vary the time of your trips to the bank. Never adhere to a set pattern.
4. Keep "bait money" of which you have recorded the serial numbers. In case of a hold-up, hand over the bait money. This will enable police to get a line on the thief when he passes his loot.
5. Protect cash on the premises with a burglar-proof safe. Experienced crooks know that they can't open it. Keep safe in a prominent spot with a light burning nearby.
6. Never take cash home with you at night.

For additional holdup protection, Mr. Mosler recommends equipping a safe with a delayed action timelock so it won't open for a set period (usually 15 minutes) even with the correct combination. Most stick-up men are in a hurry and won't wait until the clock runs down.

People Are Key to Cost Control

Charles M. Skade, senior vice president, administration, Fuller & Smith & Ross, said at the American Management Assn. Office Management Conference that, in spite of today's tightening cost reduction programs, many firms are losing the battle with mounting personnel and office overhead expenses. While salaries amount to 50% to 75% of the average office's operating cost, outmoded and inadequate communication and organization methods are increasing costs. Mr. Skade pointed out that harnessing of individual motivation, encouragement of initiative, and communications that enable employees to know what is expected of them, are integral parts of any profit improvement program. "The real problem of the executive," he said, "does not spring from equipment — it stems from the idiosyncracies of people. To achieve outstanding results, every employee must feel that he is both an individual and a partner in your organization."

When Standard Register Co. held open house at its new Fayetteville, Ark., plant a room was set aside for the children of guests. The youngsters amused themselves playing with continuous forms.

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The Office "Wolf"

(Continued from page 26)

ahead of her, has come to us with this big problem. It is much more difficult when the girl likes her job or needs a particular job very much.

"The solution lies in the knowledge we have that few men in business are invulnerable. No man ever becomes so insulated that nothing can penetrate to him or affect him adversely. The trick is to find this weak spot and, finding it, to move to it without loss of time.

"For example, we advised one of our clients, with an errant boss problem, to stress his wife to the boss as often as possible, to bring in mention of children and grandchildren, perhaps. In short, to attempt to generalize her relationship as much as possible with the boss and, in this way, perhaps, seek to escape the tightening, sordid net he was trying to fasten around her. We also advised our client, point-blank that if this did not work, if she found the maneuvering too exhausting to sustain, the only other alternative was to leave her job."

Can any business afford office wolf casualties? Can it afford to gloss over them or only sporadically be concerned, when it is possible the problem gnaws at a root of office discontent or even disorganization?

"We agree it is serious and we deplore that unworthy individuals will and do get into positions of command where they can wreak damage to people and equity," a spokesman for a national industrial association conceded. "It is a problem that awaits

full scrutiny and solution by management. But we must remember that any single facet of the management problem, no matter how overbearing, is never greater than the whole. With reference to office wolves, we have a facet that tends to be overlooked, and we can see why. It is the less seemly, less austere side of management, perhaps. In the long run, however, we must face the problem. We must appreciate that it involves costs just as obsolescence and depreciation or, worse, lack of sales."

Speaking in a similar vein and more conversant with the minutae of wolf situations, the president of a national business investigation company agreed that, while the wolf is hardly the sole of management problems, it is a per-

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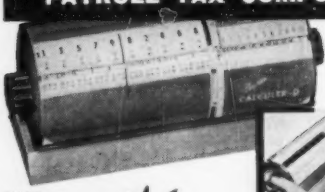

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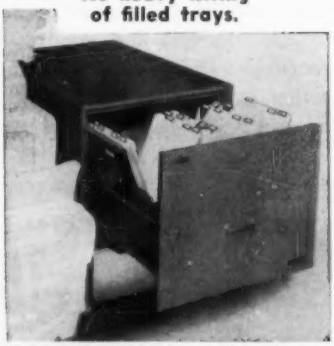

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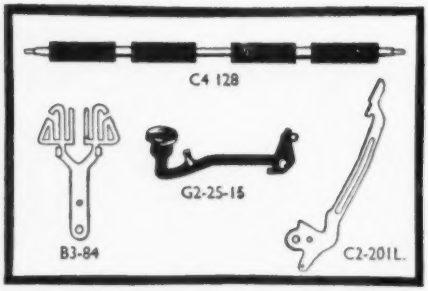

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sistent canker.

"I could go on for hours reciting tales of duplicity and woes spun out by the operation of office wolves. They have cost organizations tremendous sums and disrupted entire routines. It all adds up to one thing. You have to be on your toes in any business. You must scotch the office wolf as soon as he raises his head. This requires techniques: a technique for handling or for easing him out. Of course, when you have the boss trying his luck among the females, the very life of a business may be in the balance. Someone, at some point, must step in and take a hand. This can be achieved with minimum disruption, provided the methods are there and management has built up a respect for itself which will carry it over a period of stress.

What is the single best method to handle most wolves?

"I can only endorse methods which we have recommended in most situations. Plant a decoy in the office. Preferably it should be a person trained in these matters. Set a trap and wait for it to spring. Once the evidence is in, management can do what it wants with it.

"We know this", revealed the investigative chief. "The heart of good management lies with good personnel control. When management is weak, it is almost always reflected in a derelict staff, in wastrels, inefficient people, backsliders and quite persistently in that type of individual who has so much time on his hands due to poor management that he can prey on co-workers, practicing frauds against them of all kinds."

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This is the peerless clerical posture chair, a triumph of METAL-LUX design and craftsmanship. Incorporates MILWAUKEE's exceptional posture comfort advantages coupled with an extra-large seat. Features a virtually indestructible all-steel frame and base, stainless steel scuff plates, a superior spring unit seat, cushioned hinged back rest, tilting back support, and velvet-silent service. Unquestionably the finest clerical posture chair available in metal.

Write for the complete profit details covering the METAL-LUX Model M-8200 Clerical Posture Chair

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For More Information Circle No. 326

News of the Industry

OEMI Elects Fortune P. Ryan

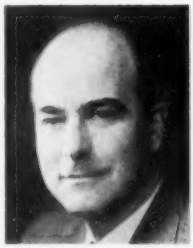
Fortune P. Ryan

Fortune P. Ryan, executive vice president, Royal McBee Corp., was elected president of the Office Equipment Manufacturers Institute at the annual meeting in New York. Mr. Ryan joined Royal Typewriter Co. in 1934 as an apprentice in the service dept. OEMI vice presidents are Carl P. Ray, vice president in charge of the international division of Underwood Corp., and Alfred J. Ball, 1st vice president, General Fireproofing Co. W. F. Arnold, vice president in charge of public relations of Underwood Corp., is treasurer. Edward D. Taylor is administrative vice president, and G. L. Meyer is secretary.

Simplex Buys IBM Time Div.

T. J. Watson Jr., president of International Business Machines Corp., and C. G. Watkins, president of Simplex Time Recorder Co., announced that the domestic IBM Time Equipment Division has been acquired by Simplex. Products transferred to Simplex include timeclocks, job recorders, master clock systems, central control systems, fire alarm equipment and recorder door locks. Paul S. Wells, general manager of the IBM division, joined Simplex as vice president in charge of sales. The IBM division's sales force will be asked to join Simplex.

Johnson Joins RCA


John E. Johnson

John E. Johnson was named manager of the marketing department, Electronic Data Processing Div. of Radio Corp. of America, it was announced by Theodore A. Smith, executive vice president, RCA Industrial Electronic Products. Mr. Johnson will be responsible for all matters pertaining to the sale of RCA electronic data processing systems. Before coming to RCA, Mr. Johnson served as marketing vice president for the Datamatic Division of Minneapolis-Honeywell Regulator Co.

Pencil Manufacturers Elect

Frank G. Atkinson

Frank G. Atkinson, president, Joseph Dixon Crucible Co., was elected president of the Lead Pencil Manufacturers Assn. Lawrence S. Levine, president, Reliance Pencil Co., was elected vice president. Oscar E. Weissenborn, president, General Pencil Co., was re-elected treasurer. Members of the board of directors include: Louis M. Brown, president, Eberhard Faber Co.; Newell A. Augur, president, Wallace Pen-

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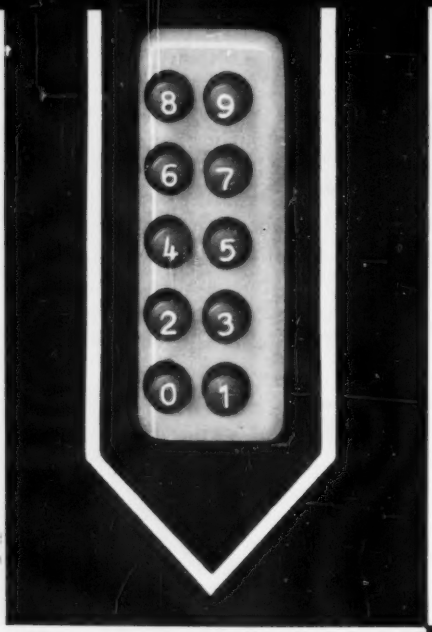

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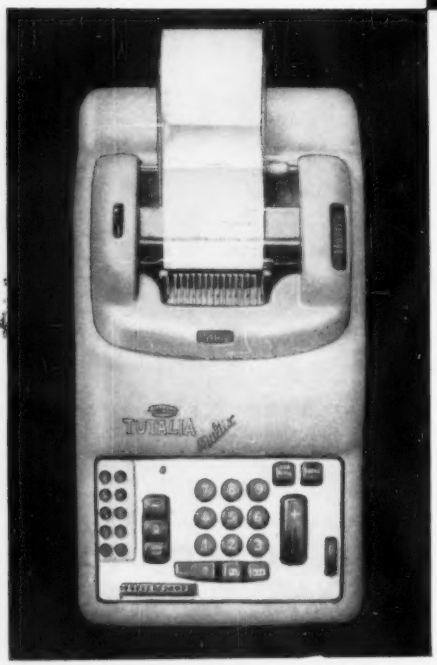

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CANADA distributor: Nauta Bros., 3615 Danforth Avenue, Toronto.

For More Information Circle No. 425

cil Co.; Richard Lewisohn Jr., president, American Pencil Co.; William E. Danjczek, president, L. & C. Hardtmuth, Inc.; W. C. Rucker, president, Commonwealth Cedar Co.; Ralph J. Thal, vice president and general manager, Eagle Pencil Co.; A. H. Best, president, Richard Best Pencil Co.

Comptometer Appointments

L. T. Carr, general sales manager of Comptometer Corp., announced the appointment of James G. Johnson to the newly created position of assistant sales manager. Mr. Johnson joined the Comptometer sales force in 1946. For the past two years he has served as midwest regional sales manager. Carl A. Zeller was appointed manager of Comptometer's Washington, D. C. sales office. He first became associated with Comptometer's sales division in Louisville, Ky., and has served as district sales manager of several of its largest offices, including New York.

Addressograph Sales Executive

B. L. Meyers, vice president of Addressograph distribution, Addressograph-Multigraph Corp., announced the appointment of Robert J. Flood as Addressograph assistant sales manager. Mr. Flood joined the firm in 1946 and has been an outstanding contributor to the establishment of simplified paperwork processing systems in many leading business enterprises.

New Standard Register Division

John F. Robinson

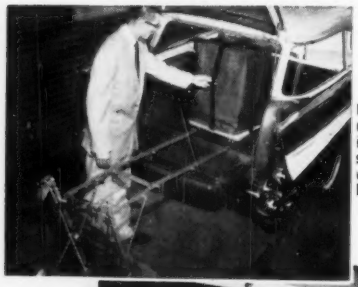
Standard Register Company's sales planning, public relations and special activity departments have been merged into a new advertising and public relations division, it was announced by M. A. Spayd, president of the firm which has its main offices in Dayton, Ohio. John F. Robinson, who was sales planning director, is director of the new division. M. F. Hyer, former assistant director of sales planning, was appointed director of sales promotion. John R. Drexler, former assistant to the director of public relations, was named publicity manager. Lou Rotterman assumed duties as special activities manager. J. E. (Gene) Romig continues as advertising manager.

Victor's 40-Year Record

Victor Adding Machine Co., which made and sold 1,500,000 machines during its first 40 years, expects to reach the 2 million mark in five more years. The 1,500,000th figuring machine produced by Victor was a De Luxe Victor Automatic Printing Calculator. In 1952, when Victor reached the one-million-unit mark, the company was exclusively an adding machine manufacturer. Since passing the first-million milestone, an additional half-

The new Fayetteville, Ark., plant of Standard Register Co. contains 95,800 sq. ft. of floorspace on a 38-acre site. The company's fifth major manufacturing unit will serve the growing southwestern markets.

Ready now! WHEELIT'S *new* Loadezer



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For More Information Circle No. 344

million figuring machines, larger and more complex on the average, were built and sold in six years. This spurt in production and sales is attributed by A. F. Bakewell, vice president, to the introduction of the Mult-O-Matic Calculator in 1954, and the four-function Automatic Printing Calculator in 1956.

Mr. and Mrs. Fred Snyder of Snyder Office Supply, Anchorage, Alaska, who won top prize in Victor Adding Machine Company's 40th-Year sales contest.

Dictaphone Rental Plan

Businessmen and others can pick up portable voice recorders, keep them as long as necessary, and turn them in when finished wherever they happen to be, for a small rental fee on a credit basis, according to Lloyd M. Powell, president, Dictaphone Corp. This is the result of an agreement between Dictaphone and American Express. Any American Express international credit card holder can avail himself of the service by going to one of the 172 Dictaphone offices throughout the country, presenting his card, and taking away a Dictet recorder fully equipped with tape magazine, batteries, carrying case and shoulder strap. When

As construction began on addition to Chicago plant of Robertson Photo-mechanix, Inc. L. to r. are D. Franklin Keller, board chairman; Robert T. Kreiman, sales manager; D. Thomas Kennedy, advertising manager; J. M. Barnett, vice president—manufacturing; Leonard S. Florsheim Jr., president.

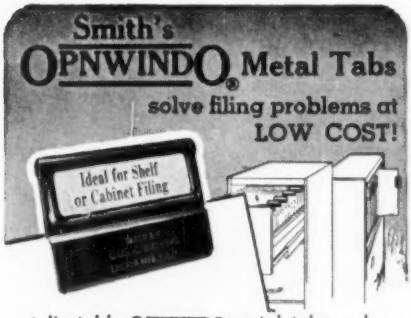
finished with the Dictet, the card holder deposits it at the nearest Dictaphone office, and American Express bills him later.

Dropository Joins Mosler

Mosler Safe Company, New York, and Dropository Corp., Grandview, Mo., have joined to form Mosler Dropository Corp. as an affiliate of the safe company. Edwin H. Mosler Jr., president of the 110-year old safe company, is also head of the new firm. Harold Cramer, Kansas City, Mo., who was president of Dropository Corp. which he founded in 1953, is a vice president of the new company. Dropository units will still be manufactured in Grandview, and will be marketed by Mosler Safe Co. through present Dropository dealers.

Rogersnap Representatives

Rogersnap Business Forms Co., Dallas, Texas, has appointed two new factory representatives, president Will Rogers announced. Fred O. Storlie, Minneapolis,



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Sales strategy for Stenocord's dictating systems is outlined at a meeting in Philadelphia by Lew Schroeder (standing, center), vice president and general sales manager; John E. Romm (standing, left), eastern sales manager; and Douglas Packham (standing, right), midwest sales manager.

will cover the territory of Minnesota, Wisconsin, North and South Dakota. Sidney L. Hatch, Glendale, Ariz., will represent Rogersnap in Colorado, New Mexico and Arizona.

Azoplate in New Building

Azoplate Corp., manufacturer of Enco pre-sensitized offset plates, has transferred its operations from Summit, N.J., to its new headquarters at 558 Central Ave., Murray Hill, N. J. F. W. Von Meister, president since Azoplate's incorporation in 1951, said that the entire operation will be contained in the 50,000 sq. ft. building within the next several months.

Famous Pencil Stub

When Teddy Roosevelt was stricken with jungle fever in Central Brazil during his trek down the River of Doubt in 1914, he scrawled what he believed to be his last earthly message with a 3" pencil stub. The pencil was of such significance to him, he sent it several months later to a close friend who, in 1925, presented it to

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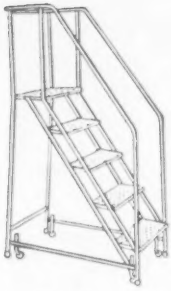
the Theodore Roosevelt Museum in New York where it is now on exhibit. It is lacquered brown with a red wooden cap fastened by a small brass ring. On one of its sides is the legend: "No 77—Mephisto copyi . . . " The missing letters were sharpened off by Teddy's knife, but the pencil was manufactured by L. & C. Hardtmuth, Inc. William E. Danjczek, Hardtmuth president, said that Mephisto pencils remain a major item in the Hardtmuth line.

Child Typing Research Plan

Major research to explore the use of typewriters as an aid to basic learning among fourth and fifth grade children was announced by Royal McBee Corp., which is providing grants for the studies, and Boston University's School of Education, Columbia University Teachers College, and the College of Education of the University of Illinois. Each institution is pursuing its own independently developed plan to determine the influence of the typewriter on the educational development of elementary school children in reading, spelling, social studies, arithmetic.

Typewriter ribbon dispenser of Allied Carbon & Ribbon Mfg. Corp. serves as a counter display while multiple units can be used as wall racks for storing ribbon stocks. This permits dealer to take a quick visual inventory.



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creativity and handwriting. Regular classes will be equipped with a typewriter for each student. For certain studies, the number of machines will be varied to as few as three per class. Pupil performance will be compared with classes in which no typewriters are used. Altogether, tests will include more than 40 classes in some 30 elementary schools—the most intensive research ever conducted in this field. Philip M. Zenner, president of Royal McBee, said that his company decided to sponsor the research after consulting with educators and analyzing reports of research and experimentation conducted during the past 30 years. Findings of each research projects will be published following completion of the 1958-59 school year.

NSOEA President

John B. Brain Jr.

John B. Brain Jr., president, Brain Stationery Co., Omaha, is the newly elected president of the National Stationery & Office Equipment Assn. His grandfather, E. B. Brain, founded the Omaha School Supply Co. in 1893.

NBFA President

At the recent annual meeting of National Business Forms Associates, Ross Thompson of Consolidated Business Forms, Pittsburgh, was elected president. Consolidated is one of 85 dealer members of NBFA.

Ross Thompson

Carl W. Brenn

Carl W. Brenn, vice president and general manager of Autographic Business

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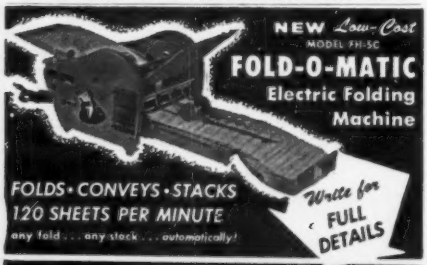

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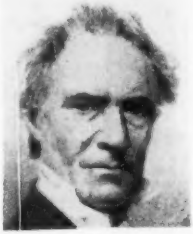
Forms, Inc., died Oct. 30. He joined the firm in 1919 when he was 23 and served as production manager, vice president and acting sales manager. A former president of the Business Forms Institute, Mr. Brenn invented many forms manufacturing techniques and devices.

Promotion Honors Dixon



Joseph Dixon

Joseph Dixon Crucible Co. has launched an intensive and colorful promotion of its corporate image, the company's founder, Joseph Dixon, inventor, chemist, machinist, metallurgist, mining engineer and humanitarian. Dixon's death in 1869, at the age of 70, cast him into obscurity during the turbulent post-Civil War reconstruction era. Now his memory is being revived by the firm's researchers and independent research of Helen Worden Erskine, newspaper and magazine writer. The Jersey City Chamber of Commerce has presented Frank G. Atkinson, Dixon Crucible president, with a scroll extolling Joseph Dixon's achievements. The Jersey City Public Library opened its historical exhibit of the city's progress by alloting the first display in the industrial section to Joseph Dixon Crucible Co. "Reader's Digest," in its November issue, featured "Joe Dixon and His Writing Stick," by Mrs. Erskine, revealing several of Dixon's inventions and discoveries, particularly his accomplishments as one of the founders of the American lead pencil industry. Several 19th century daguerreotypes and ambrotypes of Joseph Dixon and his wife, Hannah, are on display in the New York Historical Society's American Daguerreotype Exhibit. The Rotary Club of Jersey City has staged a Joseph Dixon Day luncheon, with Warren Zimmer, a Dixon executive, as the main speaker. The Abbot Public Library of Marblehead, Mass.,

Jorgen S. Lien (center), head of Norway's vast Jorgen S. Lien Industries, told 350 delegates from 23 countries at their annual sales convention that production has increased 50% since 1956. This photo was taken after a dinner at Bergen's famous mountain-top restaurant.

where Dixon was born, has opened an exhibit of Joseph Dixon memorabilia. In 1912, Andrew Carnegie published a list of 20 "world makers," in which Dixon's name appeared, and created considerable controversy. Elbert Hubbard published a biographical sketch, "Joseph Dixon, One of the World Makers," in which a full account of Dixon's works was given. But it required almost half-a-century of research to accumulate documentary evidences to substantiate Hubbard's fabulous claims of Dixon's contributions to American technology.

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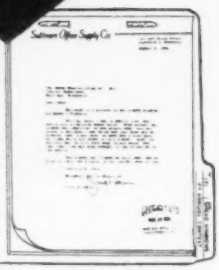

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For More Information Circle No. 282

The Christmas Party: Profit or Loss?

ANDREW J. DALTON JR.,
Acme Consulting Service,
Kansas City, Mo.

AFTER OVER 15 YEARS watching company-sponsored Christmas parties, and in some cases having a good deal of responsibility with them, I feel reasonably qualified to comment on this activity.

If it has never been the policy of your organization to sponsor a Christmas party for employees, we cannot, in conscience and in view of the beforementioned experience, feel justified in recommending that you install one. If, on the other hand, it has been your policy to sponsor one, we believe we have witnessed a manner in which they can be given with no loss of enjoyment by employees and a feeling, on the part of the sponsoring management, that some worth-while indication of appreciation and good-fellowship has been extended employees. This without the

"I promised you a raise at the Christmas party? What Christmas party?"

For More Information Circle No. 351

teary female recriminations that are the aftermath of so many typical Christmas parties, not to mention the nail-biting of the timid soul as the office or plant wags ply him with lurid accounts of what he said to the old man at the height of the party!

Here is how one company solved this annual problem. On the last working day before Christmas, all female employees, notified in advance, assembled in a private dining room at a downtown hotel, as guests of the Big Boss. For those interested, cocktails were served, followed by luncheon and a gift exchange, preferably humorous.

Male employees, on the other hand, were invited into the private office of the Big Boss (or company conference room) for a holiday highball or two, and an hour or so of fellowship with the Boss and department heads.

Through this arrangement, every employee, men and women, was the recipient of a manifestation of company-sponsored good-fellowship. That *bête noir* of Christmas parties, the commingling of men and women employees under sometimes unstabling conditions, was avoided.

We *know* it works, because we have seen it work! As we said at the outset, we do not recommend that your organization begin sponsoring company Christmas parties if such has not been your policy in the past! However, if you have been giving them, why not try this "safe and sane" method? You will be pleasantly surprised how much better it pays off in the maintenance of good public relations, and good internal relations!

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National Conference & Exhibit Calendar

Eastern Joint Computer Conference, Bellevue-Stratford Hotel, Philadelphia, Dec. 3-5.

Society of Reproduction Engineers, Sherman Hotel, Chicago, Dec. 13-16.

Western Joint Computer Conference, Fairmont Hotel, San Francisco, March 3-5.

National Assn. of Educational Buyers, Fontainebleau Hotel, Miami Beach, May 11-13.

Insurance Accounting & Statistical Assn., Ambassador Hotel, Atlantic City, May 17-20.

National Society for Business Budgeting, Leamington Hotel, Minneapolis, May 21-22.

National Office Management Assn., Roosevelt Hotel, New Orleans, May 24-27.

National Assn. of Accountants, Waldorf-Astoria Hotel, New York, June 21-24.

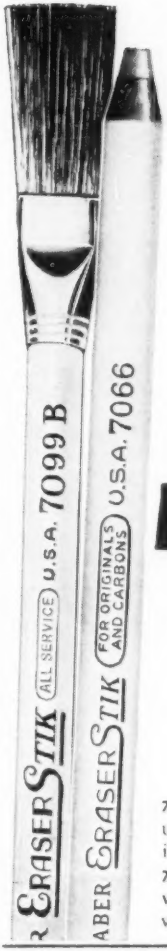
National Office Machine Dealers Assn., Cincinnati, July 21-24.

National Society of Public Accountants, Sherman Hotel, Chicago, Aug. 24-28.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 26-30.

Systems & Procedures Assn., Royal York Hotel, Toronto, Canada, Oct. 12-14.

Do Bosses Marry Their Secretaries?



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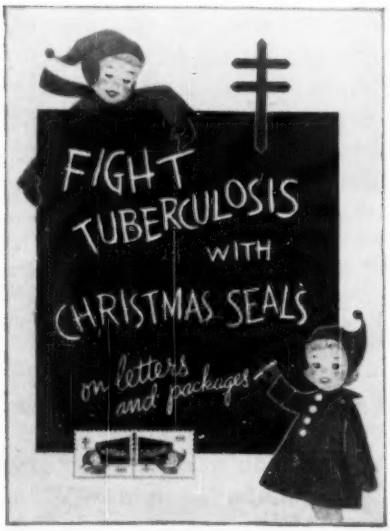

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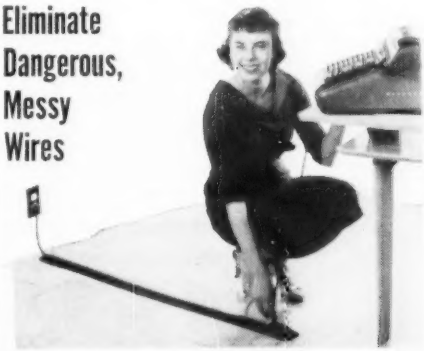

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As We See It...

It is encouraging to report that the large scale abuse in business of expensive Christmas presents seems to be on the wane. A few short years ago it was of nefarious proportions.

Recent surveys from industrial publications and management associations indicate a falling off in both the number of gifts and the price per gift. Many companies now publicize and circularize a policy discouraging presents and entertainment from vendors to any company personnel. An increasing number of these firms have announced a penalty of instant dismissal for infraction and have extended this to the old rule of thumb that purchasing agents could accept from a salesman what wilts or can be eaten or drunk in a single day. Such a policy is all to the good. There is no greater travesty on Christmas than the inconsistency between buyers and sellers who mumble all the pious cliches of the season while accepting and presenting expensive gifts for services rendered or anticipated. With the growth of paperwork so marked this past decade and the consequent growth of their purchasing authority, office executives have every reason to guard against their own vulnerability in this direction.

* * *

The importance of office work to factory production was emphasized in the recent Chrysler white collar strike. The lack of paperwork and clerical controls was responsible for closing down many plants, idling approximately 50,000 production workers although the actual number of white collar workers on strike was only 8,000. To permit ourselves a pun, this is a striking example of the interdependence of all segments of business today.

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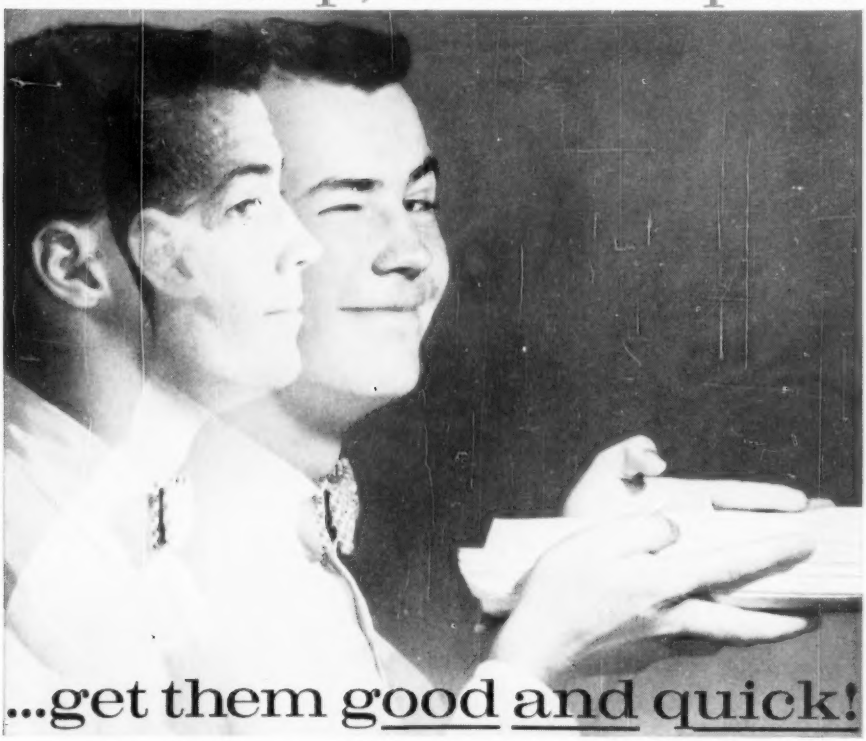

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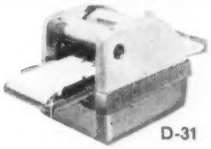

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